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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

JANUARY 4, 1978 - 2:00 P.M.

Present: Commissioner Alioto
Commissioner Tarantino
Commissioner Powell
Commissioner Salomon
Commissioner Sing

Commissioner Alioto presided.

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MINUTES:

Regular meeting December 19, 1977.

Action: Approve.

CLASSIFICATION AND PAY:

1517-77 Classification of one newly budgeted (1977-78) position in the San Francisco Unified School District, Maintenance and Operations Division.

Action: Adopt Staff Report.

1. Classify one newly budgeted position in Class 1408 Principal Clerk (Sch. 31.8, \$449B541, 977M1177).
2. Advise the San Francisco Unified School District to amend their annual salary resolution accordingly.

1518-77 Classification of one new position in Class 1222 Senior Payroll and Personnel Clerk, San Francisco Unified School District (1977-78 budget).

Action: Adopt Staff Report.

1. Classify one new position in Class 1222 Senior Payroll and Personnel Clerk (Sch. 28.6 \$390B467, 848M1016).
2. Advise the San Francisco Unified School District to amend their annual salary resolution accordingly.

1611-77 Requests from various departments for the suspension of the provisions of Section 1.3 of the Annual Salary Ordinance in order to provide for overtime compensation for employees in classes designated by the "Z" Symbol.

Action: Adopt Staff Report. Approve requests to suspend Section 1.3 of the Annual Salary Ordinance to provide for the payment of overtime compensation to the following employees in classifications designated:

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CLASSIFICATION AND PAY: (continued)

<u>Department</u>	<u>Employee</u>	<u>Classification</u>	<u>From</u>	<u>To</u>
DPW	Chan, K.	5206 Assoc. Civil Engr.	11/1/77	1/1/78
	Coreneusky, A.	6266 Sr. Plan Checker	11/1/77	1/31/78
	Fassio, J.	6266 Sr. Plan Checker	11/1/77	1/31/78
	Fischer, B.	5208 Civil Engr.	11/1/77	1/1/78
	Fong, R.	6262 Plan Checker Arch.	11/1/77	1/31/78
	Louie, J.	5208 Civil Engr.	11/1/77	1/1/78
	Pan, M.	5208 Civil Engr.	11/1/77	1/1/78
	Patel, P.	5218 Structural Engr.	11/1/77	1/1/78
	Ramirez, R.	5208 Civil Engr.	11/1/77	1/1/78
	Register, R.	5208 Civil Engr.	11/1/77	1/1/78
Purchasing	Flaherty, A.M.	7150 City Shops Gen. Supt.	7/1/77	6/30/78
	Sheehan, J.C.	1652 Sr. Accountant	7/1/77	6/30/78
Rec & Park	Various	1650 Accountant	7/77, 8/77 11/77, 12/77	1/78, 2/78 6/78
	Various	1652 Sr. Accountant	7/77, 8/77 11/77, 12/77	1/78, 2/78 6/78
SFUSD	Auyang, R.	1242 Personnel Analyst	8/1/77	6/30/78
	Nulph, V.	1242 Personnel Analyst	10/1/77	6/30/78
	Schooler, F.	1804 Statistician	7/1/77	6/30/78

1656-77 Renewal of personal services contract between Department of Public Health and David P. Pinkowski.

December 19, 1977: Over to the meeting of January 4, 1978.

Action: Adopt Staff Report. Personal services contract reviewed; forward contract to Purchaser of Supplies.

1673-77 Request to classify ten newly budgeted (1977-78) part-time exempt positions at the San Francisco Unified School District.

Action: Adopt Staff Report.

1. Classify ten new part-time exempt positions in Class 3282 School Recreation Director (Sch. 33.3, \$482B580, 1048M1261).
2. Advise the San Francisco Unified School District to amend their annual salary resolution accordingly.

1675-77 Survey of two positions in Class 1424 Clerk Typist at the Claims Bureau of the Municipal Railway.

Action: Over to the meeting of January 16, 1978.

1678-77 Reclassification of one vacant 1446 Senior Clerk Stenographer position located at the Adult Probation Department.

Action: Adopt Staff Report.

1. Reclassify one 1446 Senior Clerk Stenographer position (Sal. Sch. 28.3, 835M1001) to Class 1432 Senior Transcriber Typist (Sal. Sch. 28.2, 833M996).
2. Amend Annual Salary Ordinance Section 111010 to reflect this action. (This represents a savings of \$5.00 a month at the maximum salary step).



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CLASSIFICATION AND PAY: (continued)

1679-77 Need for a city-wide position classification survey.

Action: Resolved, that the Civil Service Commission endorses the concept of a city-wide position classification survey and hereby authorizes the staff to proceed with efforts toward that end.

1680-77 Reclassification of one vacant 1424 Clerk Typist position located at the San Francisco Community College District.

Action: Adopt Staff Report.

1. Reclassify one vacant 1424 Clerk Typist position (Sal. Sch. 24.7, 709M850) to Class 1426 Senior Clerk Typist (Sal. Sch. 26.7 776M931).
2. Advise the San Francisco Community College District to amend their annual salary resolution. (This represents a cost increase of \$81.00 a month based on the fifth step).

1681-77 Amendment of specifications for classifications requiring an M.D. degree; abolition of obsolete classifications, Department of Public Health.

Action: Adopt Staff Report.

1. Amend specifications for classifications requiring an M.D. degree to include D.O. (Doctor of Osteopathy) degrees as qualifying under the "Minimum Qualifications" section (List of classifications affected is included in report).
2. Abolish the following obsolete classifications:
 - A. 2150 Night Medical Administrator, San Francisco General Hospital.
 - B. 2172 Assistant Administrator, Medical, San Francisco General Hospital
 - C. 2244 Training Officer, Psychiatric Residency Program
 - D. 2270 Externe
 - E. 2888 Program Chief, Mental Health Services

IN-SERVICE ACTIVITIES:

2737-77 Complaint alleging discrimination on a Rule of Three appointment offer (CSC Rule 1.03 F).

Action: Over to the meeting of February 6, 1978.

2761-77 Request of employee for status rights in various classes.

Action: Refer to staff for further study.

IN-SERVICE ACTIVITIES: (continued)

- 2775-77 Request for Supplemental Appropriation to Administer Periodic Physical Examinations for Uniformed Members of the Police and Fire Departments as required by Administrative Code Section 16.89-2.

Action: Approve and forward to the Office of the Mayor.

- 2776-77 Resolution of Commendation for Katherine Connelly, Civil Service Commission, on her retirement.

Action: Adopt.

MISCELLANEOUS:

- 3046-77 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral Authorization Numbers:	1785 - 1836	5084 - 5091
	6365 - 6379	8689 - 8691
	9839 - 9870	

Action: Approve.

- 3047-77 Requests from departments to backdate requisition:

T-70001	2999 Executive Director, COA	12/7/77	Commission on the Aging
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Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

- 40414-77 Appeal of staff denial of protest of qualifications appraisal interview for Class 1118 Commercial Division Manager.

August 15, 1977: Over to the meeting of October 3, 1977.

October 3, 1977: Over to the meeting of October 17, 1977.

October 17, 1977: Over to the meeting of November 7, 1977.
Commissioner Tarantino appointed a committee of one to review tape of oral interview.

November 7, 1977: Off Calendar.

December 5, 1977: Over to the meeting of December 19, 1977.

December 19, 1977: Over to the meeting of January 4, 1978.
The Commission stipulated that this would be the final continuance.

Action: Adopt Staff Report. Deny Appeal of Robert A. Vasconcellos.

RECRUITMENT AND EXAMINATIONS: (continued)

4530-77 Appeal of staff denial of protest on qualifications appraisal interview ratings for Class 1652 Senior Accountant.

November 21, 1977: Appeal of Virginia Bernal over to the meeting of 12/5/77.

December 5, 1977: Over to the meeting of December 19, 1977.

December 19, 1977: Over to the meeting of January 4, 1978. Commissioner Sing appointed a Committee of One to review tape of oral examination.

Action: Adopt Staff Report. Deny Appeal of Virginia Bernal.

40531-77 Appeal of staff denial of protest regarding terms of the entrance examination announcement for Class 1720 Data Entry Operator.

December 5, 1977: Refer to staff for further study.

Action: Off calendar pending receipt of City Attorney's opinion.

40543-77 Appeal of staff denial on protest of terms of promotional examination announcement for Class 7152 Transit Equipment Superintendent.

December 19, 1977: 1. Deny appeal of Ernest Ring to include Class 7258 Maintenance Machinist Supervisor I as a next lower rank.

2. Appeal of Warren De Merritt over to the next meeting. Mr. George Duarte requested to attend this meeting in order to present management's position in this matter.

Action: Adopt Staff Report. Grant appeal of Warren De Merritt to include Class 7234 Transportation Equipment Shop Supervisor as a next lower rank and amend examination announcement accordingly.

40215-77 Q-2 Police Officers Special Report.

No Business.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

JANUARY 4, 1978

SEPARATIONS FROM SERVICE:

APPEALS OF AUTOMATIC RESIGNATION:

5137-77 Arthur Rascon, 7306 Automotive Body and Fender Worker, V5/E-4, Public Utilities Commission, San Francisco Municipal Railway, 11/30/77.

Action: Over to the meeting of January 16, 1978.

5138-77 Laura Helm, 8207 Municipal Transit Security Officer, CETA, Police, 12/15/77.

Action: Grant appeal. Disapprove automatic resignation. Reinstate to position.

TERMINATION OF LIMITED TENURE APPOINTMENTS:

5139-77 Reconsideration of Civil Service Commission action of April 18, 1977: James Daniels, 2736 Porter, CETA, Department of Public Health, San Francisco General Hospital, 4/18/77.

April 18, 1977: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of 12 months work experience outside the City and County service. Not to be certified again to the Department of Public Health.

Action: 1. Rescind action of April 18, 1977.
2. Approve without prejudice to future employment. Refer to the Mayor's Office of Employment and Training to explore the possibilities of other employment under CETA.

5140-77 Rudy C. Madaris, 7560 Field Conservation Aide, CETA, Public Utilities Commission, San Francisco Municipal Railway, 12/22/77.

Action: Over to the meeting of January 16, 1978.

5141-77 Frank Holmon, 7560 Field Conservation Aide, CETA, Department of Public Works, 12/12/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5142-77 Don Scharf, 1402 Junior Clerk, CETA, Department of Public Health, San Francisco General Hospital, 12/20/77.

Action: Approve. Refer to the Mayor's Office of Employment and Training to explore the possibilities of other employment under CETA.

SEPARATIONS FROM SERVICE: (continued)

TERMINATION OF PROBATIONARY APPOINTMENTS: (entrance)

5143-77 Lynn Fountain, 8320 Counselor, 5/E-19, Juvenile Court, 11/22/77.

December 19, 1977: Over to the meeting of January 4, 1978.

Action: Return name to list (vote of 4 to 1: Commissioner Salomon dissents).

5144-77 Rodolfo Ibay, 9110 Fare Collections Receiver, 14/E-17, Public Utilities Commission, San Francisco Municipal Railway, 11/10/77.

December 5, 1977: Over to the meeting of January 4, 1978.

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5145-77 John L. Shumpert, 7334 Stationary Engineer, 18/E-19, Public Utilities Commission, San Francisco Municipal Railway, 12/19/77.

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5146-77 Linda Brail, 2426 Radiologic Technologist II, 19/E-31, Department of Public Health, San Francisco General Hospital, 12/29/77.

Action: Over to the meeting of January 16, 1978. Departmental witnesses to attend and additional documentation to be submitted at least five days in advance.

5147-77 Charles Lehman, 2528 Medical Steward, V2/E-5, Rule of Three, Department of Public Health, Emergency Medical Services, 12/21/77.

Action: (In Executive Session): Over to the meeting of January 16, 1978.

5148-77 Annice Barber, 2320 Registered Nurse, 4/E-427, Rule of Three, Department of Public Health, Jail Medical Services, 12/16/77.

Action: No restriction on future employment.

5149-77 Wylie Torrence, 2709 School Custodian, 50/E-54, San Francisco Unified School District, 12/13/77.

Action: Over to the meeting of January 16, 1978.

RESIGNATIONS:

5150-77 Victor Smith, 7560 Field Conservation Aide, CETA, Department of Public Works, 12/7/77.

Action: Approve.

5151-77 Albert Crenshaw, 2736 Porter, 108/E-49, Department of Public Health, San Francisco General Hospital, 11/22/77.

Action: Approve.

SEPARATIONS FROM SERVICE: (continued)

TERMINATION OF TEMPORARY APPOINTMENTS:

5152-77 Edward Morgan, 5304 Materials Testing Aide, V1/E3, Department of Public Works, 12/20/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5153-77 Cathy Kilgore, 1426 Senior Clerk Typist, 8/E-104, Rule of Three, San Francisco Unified School District, 12/20/77.

Action: Approve. Retains all eligibility. Return name to Class 1426 list (E-104) under waiver of certification, and place under waiver on any other Class 1426 list on which she has standing, for a period of one year. At the conclusion of one year, these waivers may be removed upon the review and approval of the General Manager, Personnel. She may be certified from other lists on which she has standing subject to the usual procedures for the removal of waivers.

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Civil Service - Alioto - Tab

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

JANUARY 16, 1978 - 2:00 P.M.

Present: Commissioner Alioto
Commissioner Tarantino
Commissioner Powell
Commissioner Salomon
Commissioner Sing
Commissioner Alioto presided.

JAN 20 1978

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MINUTES:

Regular meeting of January 4, 1978.

Action: Approve.

CLASSIFICATION AND PAY:

1598-77 Reconsideration of Civil Service Commission action of December 5, 1977: Survey of various paraprofessional classifications at the San Francisco Unified School District.

December 5, 1977: Adopt staff report. Consolidate the paraprofessional classes identified in this report as indicated and adopt the related recommendations.

Action: Off calendar pending receipt of City Attorney's opinion.

1675-77 Survey of two positions in Class 1424 Clerk Typist at the Claims Bureau of the San Francisco Municipal Railway.

January 4, 1978: Over to the meeting of January 16, 1978.

Action: Off calendar.

1684-77 Request to classify twenty-three new positions for the Community Development Rehabilitation Assistance Program of the Department of Public Works, Bureau of Building Inspection.

Action: Adopt staff report.

1. Allocate twenty-three new positions as follows:

- A. 4-1424 Clerk Typists (Sch. 24.7 \$326B391, 709M850)
(2 pos. eff. 5/1/78)
- B. 1-1426 Senior Clerk Typist (Sch. 36.7 \$357B428,
776M931) (1 pos. eff. 5/1/78)
- C. 1-5208 Civil Engineer (Sch. 45.9 \$870B1052,
1892M2228)
- D. 2-6242 Plumbing Inspectors (Sch. 44.6 \$818B989,
1779M2151) (2 pos. eff. 5/1/78)
- E. 3-6248 Electrical Inspectors (Sch. 43.9 \$792B956,
1723M2079) (1 pos. eff. 5/1/78)
- F. 8-6331 Building Inspectors (Sch. 44.1 \$800B966,
1740M2101) (8 pos. eff. 5/1/78)

CLASSIFICATION AND PAY: (continued)

G. 3-6333 Senior Building Inspectors (Sch. 45.1
\$838B1013, 1823M2203) (2 pos. eff. 5/1/78)

H. 1-9990 Community Liaison Officer (Sch. 38.6
\$617B745, 1342M1620)

2. Amend Salary Ordinance Section 415099 (Federally funded positions) to reflect this action.

1015-78 Request from the Board of Education to utilize a Personal Services Contract to hire a manger of Classified Personnel.

Action: Deny request of the Board of Education.

1018-78 Establishment of an Affirmative Action series of classes.

Action: Over to the meeting of February 6, 1978.

IN-SERVICE ACTIVITIES:

2677-77 Appeal of medical rejection from Victor A. Cornelius for Class 2526 Ambulance Driver.

October 17, 1977: Off calendar. Refer to the Medical Examiner to review new medical report.

November 21, 1977: Refer to Medical Appeals Specialist at own expense.
(Vote of 3 to 2: Commissioners Alioto and Salomon dissent.)

Action: Over to the meeting of February 6, 1978.

2748-77 Proposed amendment to Civil Service Commission Rule 19 - Limited Tenure Appointment.

December 5, 1977: Post for adoption at the second meeting of January, 1978.

Action: Over to the meeting of February 6, 1978.

2003-78 Resolution of Commendation for George Murphy, Civil Service Commission on his retirement.

Action: Adopt.

2004-78 Budget request, Civil Service Commission, Fiscal Year 1978-79.

Action: Approve and forward to the Office of the Mayor. (Vote of 3 to 2: Commissioners Salomon and Sing dissent.)

MISCELLANEOUS:

3001-78 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral Authorization Numbers: 1101 - 1102 5092 - 5102
1837 - 1847 6380 - 6405
9871 - 9904

Action: Approve.

RECRUITMENT AND EXAMINATIONS:

4005-78 Cancellation of written examination for 8238 Police Communication Dispatcher.

Action: Cancel examination paper of Lorraine Bruneman.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

JANUARY 16, 1978 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

APPEALS OF AUTOMATIC RESIGNATION:

5154-78 Arthur Rascon, 7306 Automotive Body and Fender Worker, V5/E-4, Public Utilities Commission, San Francisco Municipal Railway, 11/30/77.

January 4, 1978: Over to the meeting of January 16, 1978.

Action: Rescinded by the Public Utilities Commission. Off calendar.

5155-78 Reconsideration of Civil Service Commission action of November 7, 1977: John Murphy, 3416 Gardener, 91.5/P-4, Recreation and Park, 9/8/77.

November 7, 1977: Grant appeal. Disapprove automatic resignation. Reinstate to position after medical clearance by the Civil Service Commission Medical Examiner.

Action: 1. Rescind action of November 7, 1977.

2. Approve automatic resignation. Return name to list under waiver of certification until medically cleared by the Civil Service Commission Medical Examiner.

TERMINATION OF LIMITED TENURE APPOINTMENTS:

5156-78 Rudy Madaris, 7560 Field Conservation Aide, CETA, Public Utilities Commission, San Francisco Municipal Railway, 12/22/77.

January 4, 1978: Over to the meeting of January 16, 1978.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5157-78 Martin Montemayor, 2736 Porter, CETA, Department of Public Health, Central Office, 12/20/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

SEPARATIONS FROM SERVICE: (continued)

TERMINATION OF PROBATIONARY APPOINTMENTS: (entrance)

- 5158-78 Review of Civil Service Commission action of April 18, 1977:
Ivy Jou, 3616 Library Technical Assistant I, 53/E-3, San Francisco
Unified School District, 4/1/77.

April 18, 1977: Return name to list under waiver of appointment.
This waiver to remain in effect until the Civil
Service Commission approves removal upon receipt
of certification of having satisfactorily completed
a course in English as a Second Language. Retains
all other eligibility.

Action: Remove waiver on Class 3616 Library Technical Assistant I,
List E-3, and certify when reached.

- 5159-78 Wylie Torrence, 2709 School Custodian, 50/E-54, San Francisco
Unified School District, 12/13/77.

January 4, 1978: Over to the meeting of January 16, 1978.

Action: Dismiss from the service. No future employment with the
City and County of San Francisco. (Vote of 4 to 1:
Commissioner Sing dissents.)

- 5160-78 Linda Brail, 2426 Radiologic Technologist II, 19/E-31, Department of
Public Health, San Francisco General Hospital, 12/29/77.

January 4, 1978: Over to the meeting of January 16, 1978. Departmental
witnesses to attend and additional documentation to
be submitted at least five days in advance.

Action: Dismiss from the service.

- 5161-78 Charles Lehman, 2528 Medical Steward, V2/E-5, Rule of Three, Department
of Public Health, Emergency Medical Services, 12/21/77.

January 4, 1978: (In Executive Session): Over to the meeting of
January 16, 1978.

Action: Over to the meeting of February 6, 1978.

TERMINATION OF PROBATIONARY APPOINTMENT: (promotive)

- 5162-78 Joseph Manning, 2716 Janitor Sub-Foreman, 46/P-5, Airports Commission,
12/21/77.

Action: Over to the meeting of February 6, 1978.

RESIGNATION:

- 5163-78 Ryan Higgins, 2903 Eligibility Worker, TLT, Department of Social
Services, 10/19/77.

Action: Approve. Cancel all current examination and eligibility
status. Future employment subject to review and approval
of the General Manager, Personnel after satisfactory com-
pletion of one year's work experience outside the City
and County service.

SEPARATIONS FROM SERVICE: (continued)

TERMINATION OF TEMPORARY APPOINTMENT:

5164-78 Paul Thompson, 2302 Orderly, 14/E-306, Department of Public Health,
San Francisco General Hospital, 10/27/77.

Action: Return name to list.

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Civil Service Commission

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART 1

FEBRUARY 6, 1978 - 2:00 P.M.

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Present: Commissioner Alioto
Commissioner Tarantino
Commissioner Powell
Commissioner Sing
Excused: Commissioner Salomon
Commissioner Alioto presided.

MINUTES:

Regular meeting of January 16, 1978.

Action: Approve.

ANNOUNCEMENTS:

Address by Ned Walsh, Director, Employee Referral Program.

CLASSIFICATION AND PAY:

1634-77 Classification of one newly budgeted 1426 Senior Clerk Typist position at the San Francisco Community College District.

Action: Adopt staff report.

1. Classify one position in Class 1426 Senior Clerk Typist (Sal. Sch. 26.7 \$357B428, 776M931).
2. Advise the San Francisco Community College District to amend their Annual Salary Resolution accordingly.

1017-78 Review of Personal Services Contract between the San Francisco Police Department and Dr. Mimi Halper Silbert (previous contract authorized).

Action: Adopt staff report. Personal services contract reviewed as to classification; forward to Purchaser of Supplies.

1018-78 Establishment of an Affirmative Action series of classes, and classification of one newly budgeted position (1977-78 Budget) in the Civil Service Commission.

January 16, 1978: Over to the Meeting of February 6, 1978.

Action: Over to the meeting of February 21, 1978.

1019-78 Classification of three budgeted (1977-78) positions in the San Francisco Unified School District.

Action: Adopt staff report.

1. Classify three new positions in Class 7346 Painter (Sch. 43.1, 762B920, 1657M2001).
2. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.

CLASSIFICATION AND PAY: (continued)

1049-78 Classification of one new position listed as A105 Cable Car Division Manager (1977-78 Budget) in the Public Utilities Commission, San Francisco Municipal Railway.

Action: Adopt staff report.

1. Establish new classification 9187 Cable Car Division Manager (\$832-866-908-952-998, 1809M2171, Z,J) at a salary budgeted by the department.
2. Allocate one new position budgeted as A105 Cable Car Division Manager (\$832B998, J,Z,) to the new class.
3. Amend Annual Salary Ordinance Section 735010 accordingly.

1071-78 Request to classify one budgeted position in the Office of the City Attorney (1977-78 Budget).

Action: Adopt staff report.

1. Classify one new position, budgeted in Class 1499 Supervising Clerk III, to Class 1410 Chief Clerk (Sch. 35.3 \$529B638, 1151M1388). This action will result in a salary savings of \$30 per month based on the maximum step, 1977-78 rates.
2. Amend Annual Salary Ordinance Section 117010 accordingly.

1077-78 Classification of one newly budgeted position at the San Francisco Unified School District.

Action: Adopt staff report.

1. Classify one position in Class 1630 Account Clerk (Sal. Sch. 24.6 \$325B390).
2. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.

1084-78 Request to classify two new positions in Class 9176 School Transportation Scheduler, San Francisco Unified School District (1977-78 Budget).

Action: Adopt staff report.

1. Classify two new positions in Class 9176 School Transportation Scheduler (Sal. Sch. 31.7 \$448B539, 974M1172.)
2. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.

1085-78 Matters referred to the staff by the Civil Service Commission in connection with the Salary Standardization Survey, 1978-79.

Action: Over to the meeting of February 21, 1978.

IN-SERVICE ACTIVITIES:

2617-77 Reconsideration of Civil Service Commission action of November 7, 1977: Request for appointment above the entrance rate for three employees of the Model Cities Agency.

November 7, 1977: Deny staff report.

1. Disapprove request to appoint Larry Del Carlo and John Harris at Step 4 in the compensation schedule established for Class 9411 Citizen Participation/Rehabilitation Monitor.
2. Disapprove request to appoint Michael Griffin at Step 3 in the compensation schedule established for Class 9403 Program Monitor II. (Vote of 3 to 1; Commissioner Powell dissents.)

Action: 1. Rescind action of November 7, 1977.

2. Approve the permanent appointment of Larry Del Carlo and John Harris at Step 4 in the compensation schedule established for Class 9411 Citizen Participation/Rehabilitation Monitor.
3. Approve the permanent appointment of Michael Griffin at Step 3 in the compensation schedule established for Class 9403 Program Monitor II.

2677-77 Appeal of medical rejection from Victor A. Cornelius for Class 2526 Ambulance Driver.

October 17, 1977: Off calendar. Refer to the Medical Examiner to review new medical report.

November 21, 1977: Refer to Medical Appeals Specialist at own expense. (Vote of 3 to 2: Commissioners Alioto and Salomon dissent.)

January 16, 1978: Over to the meeting of February 6, 1978.

Action: Over to the meeting of February 21, 1978.

2701-77 Request for appointment above entrance rate for Kenneth D. Freeman, D.D.S., Class 2210 Dentist, Laguna Honda Hospital.

Action: Adopt staff report. Approve the permanent appointment of Kenneth D. Freeman, D.D.S. at Step 2 in the compensation schedule established for Class 2210 Dentist, pending Controller's certification that funds are available.

2737-77 Complaint alleging discrimination on a Rule of Three appointment offer (CSC Rule 1.03f).

January 4, 1978: Over to the meeting of February 6, 1978.

Action: Over to the meeting of February 21, 1978.

IN-SERVICE ACTIVITIES: (continued)

- 2748-77 Proposed amendment to Civil Service Commission Rule 19 - Limited Tenure Appointment.
- December 5, 1977: Post for adoption at the second meeting of January, 1978.
- January 16, 1978: Over to the meeting of February 6, 1978.
- Action: Off calendar pending review of proposed amendments by Standing Committee on Rule and Charter Revisions.
- 2009-78 Proposed Charter Amendment amending Section 8.404, Salaries and Benefits of Carmen relating to fixing wages and other benefits of carmen for periods in excess of one year. File No. 98-78.
- Action: Adopt staff report. Forward to the Board of Supervisors.
- 2011-78 Proposed Charter Amendment amending Section 3.538-1 and amending Section 8.559-10 to provide that performance of Police and Security functions at the San Francisco International Airport shall be the responsibility of the Police Department. File No. 82-78.
- Action: Adopt staff report. Forward to the Board of Supervisors.
- 2014-78 Proposed Charter Amendment adding Section 8.517 relating to elimination of requirement for mandatory retirement upon attainment of age 65 for miscellaneous employees who are members of the Retirement System. File No. 109-78.
- Action: Deny staff report. The Commission is opposed to the proposed Charter Amendment in its present form; however, the Commission endorses the concept of eliminating the mandatory retirement age.
- 2017-78 Temporary appointment of Lynn C. Lemke in Class 1202 Personnel Clerk, San Francisco Municipal Railway.
- Action: Adopt staff report. Allow Lynn Lemke to complete probation in Class 1404 Clerk while serving under temporary appointment in Class 1202 Personnel Clerk.
- 2022-78 Request for appointment above the entrance rate for employee in Class 2920 Medical Social Worker, San Francisco General Hospital.
- Action: Adopt staff report. Approve the permanent appointment of Cynthia Selmar at Step 2 in the compensation schedule established for Class 2920 Medical Social Worker pending the Controller's certification that funds are available.
- 2026-78 Resolution of commendation for Julian Bardoff, San Francisco Water Department, on his retirement.
- Action: Adopt.
- 2027-78 Proposed Charter Amendment to provide salaries of Supervisors be set annually in accordance with survey conducted by the Civil Service Commission of salaries paid to county supervisors in California counties of 700,000 population plus, based on the latest census. File No. 113-78.
- Action: No recommendation.

IN-SERVICE ACTIVITIES: (continued)

ADDENDUM

2063-78 Proposed amendment to Civil Service Rules adding new Rule 40, Standing Committee on Charter and Rules Revision.

Action: Post prior to adoption at the meeting of February 21, 1978.

MISCELLANEOUS:

3002-78 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral Authorization Numbers: 1103 5103-5134 9905-9982
1848-1884 6406-6427

Action: Approve.

3003-78 Requests from departments to backdate requisitions:

T-70043 9738 Staff Assistant III 7/1/77 District Attorney
T-70043 1840 Jr. Management Assistant 12/20/77 Art Commission

Action: Approve as recommended by Committee.

3004-78 Request from department to backdate non-civil service appointments:

P-4163 2305 Psychiatric Technician 1/11/78 Public Health
TX-70216 2305 Psychiatric Technician 1/11/78 Public Health
P-3987 2420 Histology Technician 1/18/78 Public Health

Action: Approve.

RECRUITMENT AND EXAMINATIONS:

40021-78 Request of Lyman Chin to participate in the promotional examination for Class 8324 Supervising Counselor, Juvenile Hall.

Action: Deny staff report. Include Class 8321 Counselor, Boys' Ranch School as a next lower rank in the examination for Class 8324 Supervising Counselor. Individuals in this class must possess two years of experience in Class 8323 Senior Counselor.

40024-78 Cancellation of current examination for Class 9210 Airport Policeman.

Action: Adopt staff report. Cancel current examination for Class 9210 Airport Police Officer. Announce new examination for Class 9210 Airport Police Officer open to women ONLY.

40027-78 Appeal of staff's denial of protest regarding entrance examination announcement for Class 1826 Associate Budget Analyst.

Action: Adopt staff report. Deny appeal of Terrance Ryan.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

FEBRUARY 6, 1978 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

TERMINATION OF TEMPORARY APPOINTMENT:

5165-78 Dale Thompson, 1840 Junior Management Assistant, 25/E-4, San Francisco Community College District, 1/13/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again at the San Francisco Community College District.

TERMINATION OF LIMITED TENURE APPOINTMENTS:

5166-78 Marguerite Benson, 1404 Clerk, CETA, San Francisco Community College District, 1/30/78.

Action: Approve. Refer to the Mayor's Office of Employment and Training for other employment under CETA. The Commission directed that any position be under close supervision. Not to be employed again by the San Francisco Community College District.

5167-78 Virgil Kret, 1446 Sr. Clerk Stenographer, TLT, San Francisco Community College District, 1/19/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to medical clearance by the CSC Medical Examiner. Not to be employed again by the San Francisco Community College District.

5168-78 Gloria Davis, 8106 Legal Process Clerk, CETA, Adult Probation, 12/28/77.

Action: Over to the meeting of February 21, 1978.

5169-78 Oscar Soriano, 2760 Laundry Worker, CETA, Department of Public Health, San Francisco General Hospital, 1/23/78.

Action: Over to the meeting of February 21, 1978.

5170-78 Dwayne Camp, 1404 Clerk, CETA, Department of Public Health, San Francisco General Hospital, 1/19/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5171-78 Andrew Mark, Jr., 9910 Public Service Trainee, CETA, Public Utilities Commission, San Francisco Municipal Railway, 1/24/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

TERMINATION OF LIMITED TENURE APPOINTMENTS: (continued)

5172-78 Arthur L. Hudson, 3320 Animal Keeper, CETA, Recreation and Park Department, 1/22/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

APPEAL OF AUTOMATIC RESIGNATION:

5173-78 Martin A. Ross, 1404 Clerk, CETA, Mayor's Office, 1/11/78.

Action: Approve Automatic Resignation. Refer to the Mayor's Office of Employment and Training for other employment under CETA. Not to be employed again by the Mayor's Office.

TERMINATION OF PROBATIONARY APPOINTMENTS: (entrance)

5174-78 Charles Lehman, 2528 Medical Steward, V2/E-5, Department of Public Health, Central Office, 12/21/77.

January 4, 1978: Over to the meeting of January 16, 1978.

January 16, 1978: Over to the meeting of February 6, 1978.

Action: Over to the meeting of February 21, 1978.

5175-78 Reconsideration of Civil Service Commission action of January 4, 1978: Rodolfo Ibay, 9110 Fare Collections Receiver, 14/E-17, Public Utilities Commission, San Francisco Municipal Railway, 11/10/77.

January 4, 1978: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service.

Action: 1. Rescind action of January 4, 1978.

2. Reinstate to the next vacancy in former class and department with full seniority.

5176-78 Samuel R. Devore, 9163 Transit Operator, 291/E-112, Public Utilities Commission, San Francisco Municipal Railway, 12/5/77.

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service.

5177-78 Charles Ramsey, 2708 Custodian, 38/E-59, Public Utilities Commission, San Francisco Water Department, 12/27/77.

Action: Over to the meeting of March 6, 1978.

TERMINATION OF PROBATIONARY APPOINTMENTS: (entrance) (continued)

5178-78 Willie Burnett, 2736 Porter, 93/E-51, Department of Public Health, Laguna Honda Hospital, 1/27/78.

Action: Return name to the list. Not to be employed again at the Laguna Honda Hospital. One more chance to establish a satisfactory work record.

5179-78 Pedreu L. Lewis, 7334 Stationary Engineer, 9/E-18, San Francisco Fire Department, Bureau of Water Supply, 1/17/78.

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service.

5180-78 Arthur C. Walsh, 2708 Custodian, 81/E-59, Airports Commission, 1/16/78.

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service. (Vote of 3 to 1: Commissioner Powell dissents.)

TERMINATION OF PROBATIONARY APPOINTMENTS: (promotive)

5181-78 Joseph Manning, 2716 Custodial Assistant Supervisor, 46/P-5, Airports Commission, 12/21/77.

January 16, 1978: Over to the meeting of February 6, 1978.

Action: Over to the meeting of March 6, 1978.

5182-78 Richard S. Oliver, 4240 Inheritance Tax Examiner, 6/P-3, Treasurer's Office, 1/24/78.

Action: Off calendar.

5183-78 Clinton Hallum, 8440 Probation Officer, 32/P-2, Juvenile Court, 1/17/78.

Action: Over to the meeting of March 20, 1978.

RESIGNATIONS:

5184-78 Riza Alpar, 5238 Associate Electrical Engineer, 2/P-5, Public Utilities Commission, San Francisco Municipal Railway, 10/11/77.

December 5, 1977: Over to the meeting of February 6, 1978.

Action: Off calendar.

5185-78 Willie E. Wyatt, 9163 Transit Operator, 241/E-107, Public Utilities Commission, San Francisco Municipal Railway, 11/18/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service. Not to be employed again by the Public Utilities Commission.

RESIGNATIONS: (continued)

5186-78 Keith Crowell, 2736 Porter, 38/E-49, Department of Public Health,
San Francisco General Hospital, 1/3/78.

Action: Approve. Future employment subject to medical clearance by the
CSC Medical Examiner.

TERMINATION OF PROBATIONARY APPOINTMENT: (entrance)

5187-78 Proposed Administrative findings regarding Curtis Jean, S104 Motorman,
Public Utilities Commission, San Francisco Municipal Railway, 8/6/75.

December 1, 1975: Over to the meeting of December 15, 1975.

December 15, 1975: Refer to Medical Appeals Specialist at own expense.

February 2, 1976: Over to the meeting of February 17, 1976.

February 17, 1976: Approve. Not to be certified to any position which
involves the operation of transit equipment.

November 21, 1977: Upon adoption by the Commission, Findings of Fact
and Conclusions of Law will be forwarded to the City
Attorney for transmittal to the Court.

Action: Adopt.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

FEBRUARY 21, 1978 - 2:30 P.M.

Present: Commissioner Alioto
Commissioner Tarantino
Commissioner Sing
Excused: Commissioner Powell
Commissioner Salomon
Commissioner Alioto presided.

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MINUTES:

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Regular meeting of February 6, 1978.

Action: Approve.

CLASSIFICATION AND PAY:

- 1018-78 Establishment of an Affirmative Action series of classes, and classification of one newly budgeted position (1977-78 Budget) in the Civil Service Commission.
- January 16, 1978: Over to the meeting of February 6, 1978.
- February 6, 1978: Over to the meeting of February 21, 1978.
- Action: Over to the meeting of March 6, 1978.
- 1040-78 Classification of five budgeted (1977-78) positions in the San Francisco Unified School District, Certificated Personnel Office.
- Action: Over to the meeting of March 6, 1978. The San Francisco Unified School District to provide the information requested by the Commission.
- 1072-78 Classification of two positions approved in the 1976-77 budget of the San Francisco Municipal Railway.
- Action: Adopt staff report.
1. Adopt new classification 1675 Supervising Fiscal Officer, Municipal Railway (Sch. 50.4 J,Z, \$1078B1304, 2345M2836) at a salary recommended by the Department and allocate one budgeted position of A104 Supervising Fiscal Officer to the new class.
 2. Allocate one new position of A103 Grand and Fiscal Officer to Class 1658 Chief Accountant, (Sch. 48.5 \$984B1191, 2140M2590).
 3. Amend Annual Salary Ordinance Section 735010 to reflect these actions. (This action reflects no change in costs.)
- 1085-78 Matters referred to the staff by the Civil Service Commission in connection with the Salary Standardization Survey, 1978-79.
- February 6, 1978: Over to the meeting of February 21, 1978.
- Action: Adopt staff report. Refer to staff the following:
1. Internal adjustment request of telephone operators.
 2. Benchmark for Airport Communications Operator.

CLASSIFICATION AND PAY: (continued)

- 1100-78 Classification of one new position in the Office of the Chief Administrative Officer. (A supplemental appropriation request.)

Action: Adopt staff report.

1. Allocate one new position in the Office of the Chief Administrative Officer to Class 1444 Clerk Stenographer (Sch. 26.8, \$359B430, 781M935).
2. Amend Annual Salary Ordinance Section 211010 to reflect this action; an emergency measure.

- 1102-78 Classification of one newly budgeted position in the Affirmative Action Office at the San Francisco Unified School District.

Action: Over to the meeting of March 6, 1978. The San Francisco Unified School District to provide the information requested by the Commission.

- 1106-78 Request to classify two newly budgeted (1977-78) positions at the San Francisco Unified School District.

Action: Over to the meeting of March 6, 1978. The San Francisco Unified School District to provide the information requested by the Commission.

- 1122-78 Request to classify 13 newly budgeted positions for the San Francisco Unified School District.

Action: Over to the meeting of March 6, 1978. The San Francisco Unified School District to provide the information requested by the Commission.

- 1123-78 Survey of three new positions, Department of Public Health, San Francisco General Hospital, Nursing Department.

Action: Adopt staff report.

1. Allocate three new positions to classification 2342 Head Nurse, Surgery (Sch. 39.8 \$652B788, 1418M1714).
2. Amend Section 557012 of the Annual Salary Ordinance as follows:
 - A. Delete: 3 - 2340 Operating Room Nurse (Sch. 35.8 \$541B652)
1 - 2302 Orderly (Sch. 27.6 \$372B446)
3 - 2342 Head Nurse, Surgery (Sch. 39.8 \$652B788).

- 1124-78 Request to classify seven new positions authorized by the Mayor's Office in a supplemental appropriation, Department of Public Health, San Francisco General Hospital/Medical Center, Methadone Maintenance Program.

Action: Adopt staff report.

1. Classify seven new positions as follows:
 - 1 - 1840 Jr. Management Assistant (Sch. 31.4 \$442B531, 961M1155)
 - 1 - 2110 Medical Records Clerk (Sch. 28.4 \$386B463, 840M1007)
 - 1 - 2322 Head Nurse (Sch. 39.8 \$652B788, 1418M1714)
 - 1 - 2328 Nurse Practitioner, PT (Sch. 37.3 \$580B701, 1262M1525)
 - 1 - 2484 Jr. Public Health Chemist (Sch. 34.1 \$500B602, 1088M1309)
 - 1 - 2566 Rehabilitation Counselor (Sch. 37.7 \$591B714, 1285M1553)
 - 1 - 2585 Health Worker I (Sch. 22.7 \$298B357, 648M776).

CLASSIFICATION AND PAY: (continued)

2. Amend Section 557581 of the Annual Salary Ordinance as follows:

A. Abolish:

- 1 - 1424 Clerk Typist (Sch. 24.7 \$326B391)
- 1 - 1630 Account Clerk (Sch. 24.6 \$325B390)
- 1 - 2232 Sr. Physician Specialist, PT (Sch. 53.3 \$1237B1499)
- 1 - 2320 Registered Nurse (Sch. 35.8 \$541B652)
- 1 - 2450 Pharmacist. PT (Sch. 42.7 \$748B903)
- 5 - 2587 Health Worker III (Sch. 28.7 \$391B469)
- 1 - 2588 Health Worker IV (Sch. 32.4 \$463B557)
- 1 - 2930 Psychiatric Social Worker (Sch. 39.4 \$641B773)

B. Add:

- 1 - 1840 Jr. Management Assistant (Sch. 31.4 \$442B531)
- 1 - 2110 Medical Records Clerk (Sch. 28.4 \$386B463)
- 1 - 2322 Head Nurse (Sch. 39.8 \$652B788)
- 1 - 2328 Nurse Practitioner, PT (Sch. 37.3 \$580B701)
- 1 - 2484 Jr. Public Health Chemist (Sch. 34.1 \$500B602)
- 1 - 2566 Rehabilitation Counselor (Sch. 37.7 \$591B714)
- 1 - 2585 Health Worker I (Sch. 22.7 \$298B357)

1125-78 Classification of one new position (1977-78 Budget) listed as A101 Assistant Director of Health Care Services for Mental Health, Department of Public Health, Community Mental Health Services.

Action: Adopt staff report.

- 1. Establish one new class of 2887 Assistant Director of Health Care Services for Mental Health (Sch. 56.2 J,Z, \$1421B1723, 3091M3748) at a salary recommended by the department.
- 2. Classify one newly budgeted position in the new class of 2887 Assistant Director of Health Care Services for Mental Health.
- 3. Delete one position enumerated in the budget as A101 Assistant Director of Health Care Services for Mental Health.
- 4. Amend Annual Salary Ordinance Section 561010 accordingly.

1126-78 Survey of one position in Class 1855 Senior Control Clerk, San Francisco Unified School District.

Action: Over to the meeting of March 6, 1978. The San Francisco Unified School District to provide the information requested by the Commission.

1127-78 Classification of eight newly budgeted positions at the San Francisco Unified School District, Children's Centers. These eight positions are part-time.

Action: Over to the meeting of March 6, 1978. The San Francisco Unified School District to provide the information requested by the Commission.

1130-78 Classification of one newly budgeted part-time position in the San Francisco Unified School District, Children's Center Administrative Office.

Action: Over to the meeting of March 6, 1978. The San Francisco Unified School District to provide the information requested by the Commission.

CLASSIFICATION AND PAY: (continued)

- 1635-77 Survey of one vacant position in Class 1422 Junior Clerk Typist at the Exhibition Department of the Fine Arts Museum.

Action: Off calendar.

- 1675-77 Survey of two positions in Class 1424 Clerk Typist at the San Francisco Municipal Railway, Claims Bureau.

January 4, 1978: Over to the meeting of January 16, 1978.

January 16, 1978 Off calendar.

Action: Adopt staff report.

1. Reclassify two 1424 Clerk Typist positions (Sch. 24.7. \$709M850) to Class 1426 Senior Clerk Typist (Sch 26.7, \$776M931). This represents an increase of \$81 a month for each position, based on the fifth step.
2. Amend Annual Salary Ordinance Section 735010 when it will not adversely affect the incumbents.
3. Advise the Department to submit a supplemental appropriation request.

IN-SERVICE ACTIVITIES:

- 2029-78 Appeal of staff determination of salaries for four employees in Class 1933 School Warehouse Assistant Supervisor, San Francisco Unified School District.

Action: Over to the meeting of March 6, 1978. Additional material as requested by the Commission to be submitted by staff.

- 2035-78 Request for appointment above the entrance rate for employee in Class 1446 Senior Clerk Stenographer, Department of Public Health.

Action: Adopt staff report. Approve the permanent appointment of Sandra Stabler at Step 3 in the compensation schedule established for Class 1446 Senior Clerk Stenographer pending the Controller's certification that funds are available.

- 2063-78 Proposed amendment to Civil Service Rules adding new Rule 40, Standing Committee on Charter and Rules Revision.

February 6, 1978: Post prior to adoption at the meeting of February 21, 1978.

Action: Adopt.

- 2067-78 Appeal of being placed on sick leave from Isaac Jones, 3416 Gardener, Recreation and Park Department.

Action: Deny appeal. Sustain decision of the General Manager, Recreation and Park Department. Isaac Jones to remain on sick leave until medically cleared by the CSC Medical Examiner.

- 2070-78 Temporary appointment of James Ilnicki in Class 1244 Senior Personnel Analyst, Community Mental Health Services.

Action: Adopt staff report. Allow James Ilnicki to complete probation in Class 1240 Assistant Personnel Analyst while serving under temporary appointment in Class 1244 Senior Personnel Analyst.

IN-SERVICE ACTIVITIES: (continued)

- 2071-78 Abolishment of eligible list for Class 2661 Food Service Administrator, Sheriff's Department.
- Action: Adopt staff report. Abolish eligible lists E-1 and E-2 for Class 2661 Food Service Administrator.
- 2086-78 Temporary appointment of Carol Layton in Class 1528 Administrative Secretary, San Francisco Unified School District.
- Action: Adopt staff report. Allow Carol Layton to complete probation in Class 1446 Senior Clerk Stenographer while serving under temporary appointment in Class 1528 Administrative Secretary.
- 2677-77 Appeal of medical rejection from Victor A. Cornelius for Class 2526 Ambulance Driver.
- October 17, 1977: Off calendar. Refer to Medical Examiner to review new medical report.
- November 21, 1977: Refer to Medical Appeals Specialist at own expnese. (Vote of 3 to 2: Commissioners Alioto and Salomon dissent.)
- January 16, 1978: Over to the meeting of February 6, 1978.
- February 6, 1978: Over to the meeting of February 21, 1978.
- Action: Off calendar pending receipt of updated medical report.
- 2737-77 Complaint alleging discrimination on a Rule of Three appointment offer (CSC Rule 1.03f).
- January 4, 1978: Over to the meeting of February 6, 1978.
- February 6, 1978. Over to the meeting of February 21, 1978.
- Action: Off calendar. Staff to consult with attorney for appellant concerning requests for matters to be further investigated.

MISCELLANEOUS:

- 3005-78 From the heads of various departments requesting authorization to make non-civil service appointments:
- Oral Authorization Numbers: 1885 - 1898 6428 - 6443 0001 - 0018
5135 - 5163 9983 - 9999
- Action: Approve.

RECRUITMENT AND EXAMINATIONS:

- 40034-78 Litigation in the matter of William A. Roberts, Jr. and Eugene James Anderson v. City and County of San Francisco, et al. (Superior Court No. 706-636).
- Action: Advise the City Attorney to take no further action in this matter.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

FEBRUARY 21, 1978 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

TERMINATION OF LIMITED TENURE APPOINTMENTS:

5188-78 Gloria Davis, 8106 Legal Process Clerk, CETA, Adult Probation, 12/28/77.

February 6, 1978: Over to the meeting of February 21, 1978.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5189-78 Oscar Soriano, 2760 Laundry Worker, CETA, Department of Public Health, San Francisco General Hospital, 1/23/78.

February 6, 1978: Over to the meeting of February 21, 1978.

Action: Over to the meeting of March 6, 1978.

5190-78 Marylou Vastardis, 1424 Clerk Typist, CETA, San Francisco Community College District, 2/3/78.

Action: Over to the meeting of March 6, 1978.

5191-78 Percel Costello, 7560 Field Conservation Aide, CETA, Recreation and Park, 2/1/78.

Action: Approve. Refer to MOET for another position under CETA.

5192-78 Vernon Miller, 2586 Health Worker II, CETA, Department of Public Health, Community Mental Health Services, 2/16/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service.

5193-78 Betty J. Thomas, 2302 Orderly, CETA, Department of Public Health, Laguna Honda Hospital, 1/17/78.

Action: Over to the meeting of March 6, 1978.

5194-78 Dwight A. Monroe, 7560 Field Conservation Aide, CETA, Department of Public Works, 1/20/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County services.

TERMINATION OF LIMITED TENURE APPOINTMENTS: (continued)

5195-78 Dwight L. Stringer, 7560 Field Conservation Aide, CETA, Department of Public Works, 1/25/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5197-78 John L. Wilson, 2708 Custodian, CETA, Department of Public Works, 2/3/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

APPEAL OF AUTOMATIC RESIGNATION:

5198-78 Mark E. Noonan, 5247 Associate Sanitary Engineer, 31/E-2, Department of Public Works, 2/7/78.

Action: Grant appeal. Disapprove automatic resignation. Reinstate to position. Return name to all lists on which he has standing.

TERMINATION OF PROBATIONARY APPOINTMENTS: (entrance)

5199-78 Charles Lehman, 2528 Medical Steward, V2/E-5, Department of Public Health, Central Office, 12/21/77.

January 4, 1978: Over to the meeting of January 16, 1978.

January 16, 1978: Over to the meeting of February 6, 1978.

February 6, 1978: Over to the meeting of February 21, 1978.

Action: Over to the meeting of March 6, 1978.

5201-78 Thelma Hubbard, 2586 Health Worker II, V40/E-1, Department of Public Health, San Francisco General Hospital, 2/3/78

Action: Over to the meeting of March 6, 1978.

RESIGNATIONS:

5202-78 Randy Pidgeon, 9163 Transit Operator, 147/E-109, Public Utilities Commission, San Francisco Municipal Railway, 1/27/78.

Action: Approve.

5203-78 Craig D. Clennell, 7560 Field Conservation Aide, CETA, Department of Public Works, 1/27/78.

Action: Approve.

5204-78 Marion Stasko, 1404 Clerk, 57/E-8. Finance and Records, Registrar of Voters, 2/5/78.

Action: Approve. Future employment subject to medical clearance by the Civil Service Commission Medical Examiner.

RESIGNATIONS: (continued)

5205-78 Ernest R. Krause, 8304 Deputy Sheriff, 17/E-9, Sheriff's Department, 1/27/78.

Action: Approve. Future employment subject to medical clearance. Not to be employed again by the Sheriff's Department.

5206-78 Peter Surbeck, 2903 Eligibility Worker, 401/E-8, Department of Social Services, 1/16/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.

5207-78 Jose L. Velazquez, 2903 Eligibility Worker, CETA, Department of Social Services, 12/29/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.

TERMINATION OF TEMPORARY APPOINTMENTS:

5209-78 Thomas G. Flood, 7372 Stationary Engineer SP, 17/E-17, Department of Public Works, 2/2/78.

Action: Over to the meeting of March 20, 1978.

5210-78 Allen W. Spencer, 2709 School Custodian, 131/E-54, San Francisco Unified School District, 2/7/78.

Action: Over to the meeting of March 6, 1978.

5211-78 John W. Ebarb, 7326 Glazier, 5/E-4, Department of Public Works, 2/1/78.

Action: Approve. Return name to list. Future employment subject to medical clearance by the Civil Service Commission Medical Examiner.

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SAN FRANCISCO CIVIL SERVICE COMMISSION

FRANK N. ALIOTO
JOSEPH C. TARANTINO
GENEVIEVE POWELL
DARRELL J. SALOMON
LILLIAN K. SING

President
Vice President
Commissioner
Commissioner
Commissioner

SPECIAL MEETING

FEBRUARY 27, 1978
ROOM 282 - CITY HALL
9:45 A.M.

Present: Commissioner Alioto
Commissioner Tarantino
Commissioner Powell
Commissioner Sing
Excused: Commissioner Salomon
Commissioner Alioto presided.

MAR 14 1978

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2118-78 Proposed Charter amendments to Sections 3.530, 3.533,
3.534, 8.327 and 8.340 relating to promotion in the
Police and Fire Departments.

Action: Refer to the Standing Committee on Charter
and Rules Revision.

CITY AND COUNTY OF SAN FRANCISCO
SPECIAL COMMITTEE FOR DISCIPLINARY ACTION
AGAINST STRIKING CITY AND COUNTY EMPLOYEES

ANNUAL MEETING

March 6, 1978

Room 282
City Hall
1:00 P.M.

Present: Commissioner Alioto
Commissioner Figone
Commissioner Siggins
Excused: Commissioner Henning
Commissioner Bernstein
Commissioner Alioto presided.

ITEM
NUMBER

1-78 Proposed amendment to Section 6 of the Rules of the Special Committee.

February 14, 1978: By order of the Chairman - Post for adoption on March 6, 1978.

Action: Adopt.

CITY AND COUNTY OF SAN FRANCISCO
SPECIAL COMMITTEE FOR DISCIPLINARY ACTION
AGAINST STRIKING CITY AND COUNTY EMPLOYEES

March 7, 1978

TO: All Appointing Officers
Departmental Personnel Officers
Registered Employee Organizations
Employees and Employee Organization Representatives

FROM: Frank N. Alioto
President, Civil Service Commission
Chairman, Special Committee

SUBJECT: Amendment to the Rules of the Special Committee.

At its meeting of March 6, 1978 the Special Committee for Disciplinary Action Against Striking City and County Employees amended Section 6 of its Rules - Chairperson and Vice-Chairperson. This change is incorporated on the attached copy of reissued Page 2 of the Special Committee Rules. Please replace this page for the corresponding page in your copy of the Special Committee Rules adopted April 11, 1977.

As provided in this Rule change, the President of the Airports Commission, the Honorable Morris Bernstein, will serve as Vice-Chairperson of the Special Committee for a term commencing April 1, 1978 and expiring on March 30, 1979. The term of the current Vice-Chairperson, John Henning, President of the Public Utilities Commission, will expire on March 30, 1978.

Additional copies of this page and/or copies of the Special Committee Rules are available from Al Walker, Assistant Secretary, Civil Service Commission, in Room 154A - City Hall.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

MARCH 6, 1978 - 2:00 P.M.

Present: Commissioner Alioto
Commissioner Tarantino
Commissioner Powell
Commissioner Sing
Commissioner Salomon
(Excused after Item 5212-78)
Commissioner Alioto presided.

MAR 14 1978

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MINUTES:

Regular meeting of February 21, 1978.

Action: Approve.

CLASSIFICATION AND PAY:

- 1018-78 Establishment of an Affirmative Action series of classes, and classification of one newly budgeted position (1977-78 Budget) in the Civil Service Commission.
- January 16, 1978: Over to the meeting of February 6, 1978.
- February 6, 1978: Over to the meeting of February 21, 1978.
- February 21, 1978: Over to the meeting of March 6, 1978.
- Action: Over to the Special Meeting of March 15, 1978.
- 1040-78 Classification of five budgeted (1977-78) positions in the San Francisco Unified School District, Certificated Personnel Office.
- February 21, 1978: Over to the meeting of March 6, 1978. The San Francisco Unified School District to provide the information requested by the Commission.
- Action: Over to the meeting of March 20, 1978. (Vote of 4 to 1: Commissioner Sing dissents.)
- 1054-78 Survey of two vacant positions in the Sheriff's Department.
- Action: Over to the meeting of March 20, 1978.
- 1064-78 Request to classify one newly budgeted (1977-78) position at the San Francisco Unified School District, Audio Visual Division.
- Action: Over to the meeting of March 20, 1978. (Vote of 4 to 1: Commissioner Sing dissents.)
- 1102-78 Classification of one newly budgeted position in the Affirmative Action Office at the San Francisco Unified School District.
- February 21, 1978: Over to the meeting of March 6, 1978. The San Francisco Unified School District to provide the information requested by the Commission.
- Action: Over to the meeting of March 20, 1978. (Vote of 4 to 1: Commissioner Sing dissents.)

CLASSIFICATION AND PAY: (continued)

- 1106-78 Request to classify two newly budgeted (1977-78) positions at the San Francisco Unified School District.
- February 21, 1978: Over to the meeting of March 6, 1978. The San Francisco Unified School District to provide the information requested by the Commission.
- Action: Over to the meeting of March 20, 1978. (Vote of 4 to 1: Commissioner Sing dissents.)
- 1122-78 Request to classify 13 newly budgeted positions for the San Francisco Unified School District.
- February 21, 1978: Over to the meeting of March 6, 1978. The San Francisco Unified School District to provide the information requested by the Commission.
- Action: Over to the meeting of March 20, 1978. (Vote of 4 to 1: Commissioner Sing dissents.)
- 1126-78 Survey of one position in Class 1855 Senior Control Clerk, San Francisco Unified School District.
- February 21, 1978: Over to the meeting of March 6, 1978. The San Francisco Unified School District to provide the information requested by the Commission.
- Action: Over to the meeting of March 20, 1978. (Vote of 4 to 1: Commissioner Sing dissents.)
- 1127-78 Classification of eight newly budgeted positions at the San Francisco Unified School District, Children's Centers. These eight positions are part-time.
- February 21, 1978: Over to the meeting of March 6, 1978. The San Francisco Unified School District to provide the information requested by the Commission.
- Action: Over to the meeting of March 20, 1978. (Vote of 4 to 1: Commissioner Sing dissents.)
- 1130-78 Classification of one newly budgeted part-time position in the San Francisco Unified School District, Children's Center Administrative Office.
- February 21, 1978: Over to the meeting of March 6, 1978. The San Francisco Unified School District to provide the information requested by the Commission.
- Action: Over to the meeting of March 20, 1978. (Vote of 4 to 1: Commissioner Sing dissents.)
- 1151-78 Request to classify one newly budgeted (1977-78) position at the San Francisco Unified School District, Data Processing Division.
- Action: Over to the meeting of March 20, 1978. (Vote of 4 to 1: Commissioner Sing dissents.)

CLASSIFICATION AND PAY: (continued)

1152-78 Classification of 20 new positions, Department of Public Health, San Francisco General Hospital.

Action: Adopt staff report.

1. Allocate 20 positions in the budgeted class as follows:

2-1424 Clerk Typist	10-2320 Registered Nurse
1-1426 Sr. Clerk Typist	2-2323 Clinical Nurse Specialist
1-1844 Sr. Management Ass't.	2-2326 Nursing Supv., Psychiatric
1-2230 Physician Specialist	1-2587 Health Worker III

2. Amend Sections 557067 and 557069 of the Annual Salary Ordinance as follows:

Create:

2-1424 Clerk Typist (Sch. 24.7 \$326B391)
1-1426 Sr. Clerk Typist (Sch. 26.7 \$357B428)
1-1844 Sr. Management Ass't. (Sch. 37.9 \$596B721)
1-2230 Physician Specialist (Sch. 52.3 \$1180B1429)
10-2320 Registered Nurse (Sch. 35.8 \$541B652)
2-2323 Clinical Nurse Specialist (Sch. 40.5 \$674B814)
2-2326 Nursing Supervisor, Psychiatric (Sch. 41.8 \$717B866)
1-2587 Health Worker III (Sch. 28.7 \$391B469)
1-2932 Sr. Psychiatric Social Worker (Sch. 41.4 \$704B850)

Delete:

1-2528 Medical Steward (Sch. 38.2 \$605B731)
1-2932 Sr. Psychiatric Social Worker, PT (Sch. 41.4 \$704B850)

1153-78 Report to the Board of Supervisors on review and analysis of data submitted to the Civil Service Commission and proposed amendments to schedules of compensation (Sections 8.400, 8.401 and 8.407).

Action: Adopt staff report and forward to the Board of Supervisors with the proviso that the staff report at the Special Meetings on March 15, 1978 as to its review and analysis of additional information submitted.

1156-78 Survey of one vacant position in Class 1171 Secretary and Assistant General Manager, Administrative, Public Utilities Commission.

Action: Adopt staff report.

1. Establish new Class 1554 Administrative Secretary, Public Utilities Commission, (Sal. Sch. 47.9 J,Z \$956B1158, 2079M2519), salary as recommended by the Department, exempt from Civil Service provisions of the Charter per Charter Section 3.500h.
2. Reallocate one vacant position in Class 1171 Secretary and Assistant General Manager, Administrative, Public Utilities Commission, (Sal. Sch. 56.5 Z, \$1443B1748, 3139M3802) as follows:
 - A. One position to Class 1554 Administrative Secretary, Public Utilities Commission (Sal. Sch. 47.9 J,Z \$956B1158, \$2079M2519).
 - B. One position to Class 1840 Junior Management Assistant (Sal. Sch. 31.4 Z, \$442B531, 961M1155). This classification will result in a savings of \$128 per month based on the maximum step.

CLASSIFICATION AND PAY: (continued)

- 1156-78
(Con't)
3. Abolish Class 1171 Secretary and Assistant General Manager, Administrative, Public Utilities Commission.
 4. Amend Annual Salary Ordinance Section 705010A accordingly.
 5. Advise the Department to submit a supplemental appropriation and/or a supplemental budget request.

IN-SERVICE ACTIVITIES:

- 2008-78 Complaint alleging racial discrimination in the selection of a non-civil service appointment for Class 1840 Junior Management Assistant, Department of Public Health.

Action: Adopt staff report. Deny appeal of Ernie Wilkins.

- 2029-78 Appeal of staff determination of salaries for four employees in Class 1933 School Warehouse Assistant Supervisor, San Francisco Unified School District.

February 21, 1978: Over to the meeting of March 6, 1978. Additional material as requested by the Commission to be submitted by staff.

Action: Adopt staff report. Deny appeals of Anthony Cardinale, Edward Jackson, Johnnie Hill and Guillermo Quinteros.

- 2078-78 Request for appointment above the entrance rate for employee in Class 5130 Sewage Treatment Plant Superintendent, Department of Public Works.

Action: Adopt staff report. Approve the permanent appointment of Don McNulty at Step 2 in the Compensation Schedule established for Class 5130 Sewage Treatment Plant Superintendent.

- 2109-78 Appeal of staff denial of request for appointment above the entrance rate for employee in Class 1118 Commercial Division Manager, San Francisco Water Department.

Action: Adopt staff report. Deny appeal of John Mullane.

- 2113-78 Temporary appointment of Rod Auyang in Class 1242 Personnel Analyst, San Francisco Unified School District.

Action: Adopt staff report. Allow Rod Auyang to complete probation in Class 1240 Assistant Personnel Analyst while serving under temporary appointment in Class 1242 Personnel Analyst.

- 2128-78 Supplemental Budget Request, Civil Service Commission, Fiscal Year 1978-79.

Action: Approve and forward to the Office of the Mayor.

IN-SERVICE ACTIVITIES: (continued)

2138-78 Supplemental Appropriation Request, Fiscal Year 1977-78, to establish a Test Validation Unit; Supplemental Budget Request, Fiscal Year 1978-79, increasing the request for a Test Validation Unit from 5 to 7 new positions; and resolution urging the Mayor and the Board of Supervisors to approve funding for a Test Validation Unit.

Action: 1. Approve Supplemental Appropriation Request, Fiscal Year 1977-78, and forward to the Office of the Mayor.
2. Approve Supplemental Budget Request and forward to the Office of the Mayor.
3. Adopt Resolution. Notify the Mayor and the Board of Supervisors of the emergency nature of these budget requests.

MISCELLANEOUS:

3006-78 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral Authorization Numbers: 1899-1917 6444-6452
5164-5189 0019-0081

Action: Approve.

3007-78 Request from department to backdate requisition:

P-1277 1934 Storekeeper 10/26/77 Purchasing

Action: Approve as recommended by Committee.

RECRUITMENT AND EXAMINATIONS:

40056-78 Appeal of staff denial of protest concerning the 1632 Senior Account Clerk examination.

Action: Adopt staff report. Deny appeal of Adela DeLong.

40552-77 Appeal of staff denial of protests concerning the 1632 Senior Account Clerk examination.

Action: Off calendar.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

MARCH 6, 1978 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

TERMINATION OF LIMITED TENURE APPOINTMENTS:

5212-78 Marylou Vastardis, 1424 Clerk Typist, CETA, San Francisco Community College District, 2/3/78.

February 21, 1978: Over to the meeting of March 6, 1978.

Action: Approve. Refer to the Mayor's Office of Employment and Training for other employment under CETA. One more opportunity to establish a satisfactory work record.

5213-78 Oscar Soriano, 2760 Laundry Worker, CETA, Department of Public Health, San Francisco General Hospital, 1/23/78.

February 6, 1978: Over to the meeting of February 21, 1978.

February 21, 1978: Over to the meeting of March 6, 1978.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after one year's satisfactory work experience outside the City and County service. Not to be employed again at the Department of Public Health.

5214-78 Betty J. Thomas, 2302 Orderly, Department of Public Health, Laguna Honda Hospital, 1/17/78.

February 21, 1978: Over to the meeting of March 6, 1978.

Action: Approve with one restriction on future employment; not to be employed again at Laguna Honda Hospital.

5215-78 Michael Greene, 9910 Public Service Trainee, CETA, Art Commission, 2/15/78.

Action: Over to the meeting of March 20, 1978.

5216-78 Tom E. Menendez, 1202 Personnel Clerk, CETA, Art Commission, 2/28/78.

Action: Over to the meeting of March 20, 1978.

5217-78 John E. Della, 7560 Field Conservation Aide, CETA, Recreation and Park Department, 2/9/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after one year's satisfactory work experience outside the City and County service. Future employment subject to medical clearance by the CSC Medical Examiner.

APPEALS OF AUTOMATIC RESIGNATION:

5218-78 Arthur Rascon, 7306 Automotive Body and Fender Worker, V5/E-4, Public Utilities Commission, San Francisco Municipal Railway, 2/7/78.

Action: Over to the meeting of March 20, 1978.

5219-78 Richard G. Wright, 9163 Transit Operator, 55/E-95, Public Utilities Commission, San Francisco Municipal Railway, 2/16/78.

Action: Deny appeal. Approve automatic resignation.

5220-78 Theodore H. Ashe, 1853 EDP Control Clerk, V9/E-3, Department of Public Health, San Francisco General Hospital, 2/2/78.

Action: Deny appeal. Approve automatic resignation.

TERMINATION OF PROBATIONARY APPOINTMENTS: (entrance)

5221-78 Thelma Hubbard, 2586 Health Worker II, V40/E-1, Department of Public Health, San Francisco General Hospital, 2/3/78.

February 21, 1978: Over to the meeting of March 6, 1978.

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5222-78 Charles Lehman, 2528 Medical Steward, V2/E-5, Department of Public Health, Central Office, 12/21/77.

January 4, 1978: Over to the meeting of January 16, 1978.

January 16, 1978: Over to the meeting of February 6, 1978.

February 6, 1978: Over to the meeting of February 21, 1978.

February 21, 1978: Over to the meeting of March 6, 1978.

Action: Over to the meeting of March 20, 1978.

5223-78 Reconsideration of Civil Service Commission action of February 6, 1978: Willie Burnett, 2736 Porter, 93/E-51, Department of Public Health, Laguna Honda Hospital, 1/27/78.

February 6, 1978: Return name to list. Not to be employed again at the Laguna Honda Hospital. One more change to establish a satisfactory work record.

Action: 1. Rescind action of February 6, 1978.

2. Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

TERMINATION OF PROBATIONARY APPOINTMENTS: (entrance)

5224-78 Reconsideration of Civil Service Commission action of January 4, 1978: John L. Shumpert, 7334 Stationary Engineer, 18/E-19, Public Utilities Commission, San Francisco Municipal Railway, 12/19/77.

January 4, 1978: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

Action: Sustain action of January 4, 1978.

5225-78 Charles Ramsey, 2708 Custodian, 38/E-59, Public Utilities Commission, San Francisco Water Department, 12/27/77.

February 6, 1978: Over to the meeting of March 6, 1978.

Action: Over to the meeting of April 3, 1978.

5226-78 Reconsideration of Civil Service Commission action of December 19, 1977: Robert Ford, 8214 Parking Controller, 10/E-14, San Francisco Police Department, 11/11/77.

December 19, 1977: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion on one year's work experience outside the City and County service.

Action: 1. Rescind action of December 19, 1977.

2. Remove name from lists in Classes 8214 Parking Controller and 8215 Traffic Controller. No future employment in either of these classes. No other restrictions on future examinations. Retains eligibility on all lists other than Classes 8214 and 8215.

TERMINATION OF PROBATIONARY APPOINTMENTS: (promotive)

5227-78 Joseph Manning, 2716 Janitor Sub-Foreman, 46/P-5, Airports Commission, 12/21/77.

January 16, 1978: Over to the meeting of February 6, 1978.

February 6, 1978: Over to the meeting of February 21, 1978.

February 21, 1978: Over to the meeting of March 6, 1978.

Action: Reinstate to the position from which promoted.

5228-78 Kishor Shah, 2903 Eligibility Worker, 8/P-13, Department of Social Services, 3/3/78.

Action: Reinstate to the position from which promoted.

RESIGNATIONS:

5229-78 Cynthia Hackemer, 2340 Operating Room Nurse, 3/E-50, Department of Public Health, San Francisco General Hospital, 1/27/78.

Action: Approve. No future employment with the City and County of San Francisco.

RESIGNATIONS: (continued)

5230-78 Michael Marks, 2402 Laboratory Helper, V3/E-5, Department of Public Health, Central Office, 2/28/78.

Action: Approve. No future employment with the City and County of San Francisco.

5231-78 Allen W. Spencer, 2709 School Custodian, 131/E-54, San Francisco Unified School District, 2/7/78.

February 21, 1978: Over to the meeting of March 6, 1978.

Action: Over to the meeting of March 20, 1978.

SAN FRANCISCO CIVIL SERVICE COMMISSION

FRANK N. ALIOTO
JOSEPH C. TARANTINO
GENEVIEVE POWELL
DARRELL J. SALOMON
LILLIAN K. SING

President
Vice President
Commissioner
Commissioner
Commissioner

SPECIAL MEETING

MARCH 15, 1978
ROOM 2-B - CITY HALL
(BASEMENT)
4:00 P.M.

Present: Commissioner Tarantino
Commissioner Powell
Commissioner Salomon
Commissioner Sing
Excused: Commissioner Alioto
Commissioner Tarantino presided.

CLASSIFICATION AND PAY:

1018-78 Establishment of an Affirmative Action series of classes, and classification of one newly budgeted position (1977-78 Budget) in the Civil Service Commission.

January 16, 1978: Over to the meeting of February 6, 1978.

February 6, 1978: Over to the meeting of February 21, 1978.

February 21, 1978: Over to the meeting of March 6, 1978.

March 6, 1978: Over to the Special Meeting of March 15, 1978.

Action: Adopt staff report as amended. Establish the following new classifications:

1. 1235 Affirmative Action Coordinator (Eff. 7/1/78, Sch. 49.3 J,Z \$1022B1237, 2214M2680).
2. 1231 Associate Affirmative Action Coordinator (Eff. 7/1/78, Sch. 43.6 J,Z \$781B943, 1699M2051).
3. 1233 Affirmative Action Specialist (Eff. 7/1/78, Sch. 38.6 J,Z \$617B745, 1337M1614).
4. Classify one newly budgeted position in Class 1235 Affirmative Action Coordinator and delete one position enumerated in the budget as A101 Affirmative Action Coordinator.
5. Amend Section 121010 of the Annual Salary Ordinance.

(Vote of 3 to 1: Commissioner Salomon dissents.)

1153-78 Report to the Board of Supervisors on review and analysis of data submitted to the Civil Service Commission and proposed amendments to schedules of compensation (Sections 8.400, 8.401 and 8.407).

March 6, 1978: Adopt staff report and forward to the Board of Supervisors with the proviso that the staff report at the Special Meeting on March 15, 1978 as to its review and analysis of additional information submitted.

CLASSIFICATION AND PAY: (continued)

1179-78 Reorganization of Municipal Railway Management Structure, Public Utilities Commission.

Action: Adopt staff report as amended.

1. Retitle and amend specification for Class 7152 Transit Equipment Superintendent to Class 7152 Superintendent of Maintenance. Grant status to eligibles on lists for Class 7152 Transit Equipment Superintendent.
2. Amend specification for Class 9188 Transit Equipment Engineer. Status of the permanent incumbent, Mr. Merrill Cohn, continues.
3. Create the following four new classifications and allocate one position to each:
 - A. 9189 Director of Planning, Municipal Transit System, (Sch. 51.6 J,Z \$1141B1381).
 - B. 9187 Deputy General Manager Operations, Municipal Transit System (J,Z \$1458-1458).
 - C. 9181 Deputy General Manager, Finance and Administration, Municipal Transit System (J,Z \$1458-1458).
 - D. 9183 Deputy General Manager, Engineering and Maintenance, Municipal Transit System (J,Z \$1458-1458). Grant status to present incumbent, Mr. George Duarte.
4. Allocate one position to the following established classification: 1- 9188 Transit Equipment Engineer, (Sch. 46.1 \$878B1062).
5. Abolish the following classifications:
 - A. 9185 Deputy General Manager, Operations and Administration, Municipal Railway.
 - B. 9183 Deputy General Manager, Engineering and Planning, Municipal Railway.
6. Delete the following positions as enumerated in the Budget:
 - A. 1-A106 Director of Planning, Municipal Transit System.
 - B. 1-A107 Superintendent of Equipment, Municipal Transit System.
 - C. 1-A109 Deputy General Manager, Engineering and Maintenance, Municipal Transit System.
 - D. 1-A110 Deputy General Manager, Operations, Municipal Transit System.
 - E. 1-A111 Deputy General Manager, Finance and Administration, Municipal Transit System.
7. Amend Section 735010 of the Annual Salary Ordinance accordingly.
8. No additional cost is involved since positions are included in current budget (1977-78).

CLASSIFICATION AND PAY: (continued)

1180-78 Salary Standardization Survey Data Update and Revised Recommendations
in the Proposed Salary Standardization Ordinance for Fiscal Year 1978-79.

Action: Adopt staff report as amended and with the exclusion of survey
data from the California State Personnel Board and forward to
the Board of Supervisors.

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California - Public Library

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

MARCH 20, 1978 - 2:00 P.M.

Present: Commissioner Alioto
Commissioner Tarantino
Commissioner Powell
Commissioner Salomon
Commissioner Sing
Commissioner Alioto presided.

MAR 29 1978

DOCUMENTS DEPT.
S.F. PUBLIC LIBRARY

MINUTES:

Regular meeting of March 6, 1978.

Action: Approve.

CLASSIFICATION AND PAY:

1040-78 Classification of five budgeted (1977-78) positions in the San Francisco Unified School District, Certificated Personnel Office.

February 21, 1978: Over to the meeting of March 6, 1978. The San Francisco Unified School District to provide the information requested by the Commission.

March 6, 1978: Over to the meeting of March 20, 1978. (Vote of 4 to 1: Commissioner Sing dissents.)

Action: Adopt staff report.

1. Classify three new positions in Class 1202 Personnel Clerk, (Sal. Sch. 27.3 \$367B440, 798M957).
2. Classify one new position in Class 1404 Clerk, (Sal. Sch. 25.1 \$332B398, 722M866).
3. Classify one new position in Class 1424 Clerk Typist, (Sal. Sch. 24.7 \$326B391, 709M850).
4. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.

1054-78 Survey of two vacant positions in the Sheriff's Department.

March 6, 1978: Over to the meeting of March 20, 1978.

Action: Over to the meeting of April 3, 1978.

1064-78 Request to classify one newly budgeted (1977-78) position at the San Francisco Unified School District, Audio Visual Division.

March 6, 1978: Over to the meeting of March 20, 1978. (Vote of 4 to 1: Commissioner Sing dissents.)

Action: Adopt staff report.

1. Classify one new position in Class 3618 Library Technical Assistant II (Sch. 31.6 \$446B536, 970M1166).
2. Advise the San Francisco Unified School District to amend their Annual Salary resolution accordingly.

1102-78 Classification of one newly budgeted position in the Affirmative Action Office at the San Francisco Unified School District.

February 21, 1978: Over to the meeting of March 6, 1978. The San Francisco Unified School District to provide the information requested by the Commission.

March 6, 1978: Over to the meeting of March 20, 1978. (Vote of 4 to 1: Commissioner Sing dissents.)

Action: Adopt staff report.

1. Classify one new position, budgeted in Class 1426 Senior Clerk Typist to Class 1424 Clerk Typist (Sal. Sch. 24.7 \$326B391). This action will result in a salary savings of \$37 per month based on the maximum step, 1977-78 rates.
2. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.

1106-78 Request to classify two newly budgeted (1977-78) positions at the San Francisco Unified School District.

February 21, 1978: Over to the meeting of March 6, 1978. The San Francisco Unified School District to provide the information requested by the Commission.

March 6, 1978: Over to the meeting of March 20, 1978. (Vote of 4 to 1: Commissioner Sing dissents.)

Action: Adopt staff report.

1. Classify two new positions in Class 1829 Operations Analyst (Sch. 36.1, \$549B661, 1194M1438).
2. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.

1122-78 Request to classify 13 newly budgeted positions for the San Francisco Unified School District.

February 21, 1978: Over to the meeting of March 6, 1978. The San Francisco Unified School District to provide the information requested by the Commission.

March 6, 1978: Over to the meeting of March 20, 1978. (Vote of 4 to 1: Commissioner Sing dissents.)

Action: Adopt staff report.

1. Allocate 13 new positions as follows:
 - 1 - 1410 Chief Clerk (Sch. 35.3 \$529B638, 1151M1388).
 - 1 - 1426 Sr. Clerk Typist (Sch. 26.7 \$357B478, 776M931).
 - 1 - 1424 Clerk Typist (Sch. 24.7 \$326B391, 709M850).
 - 1 - 1446 Sr. Clerk Stenographer (Sch. 28.3 \$384B460, 835M1001).
 - 3 - 1202 Personnel Clerk (Sch. 27.3 \$367B440, 798M957).
 - 3 - 1242 Personnel Analyst (Sch. 36.9 \$570B688, 1240M1496).
 - 1 - 1270 Dept. Personnel Officer (Sch. 41.1 \$694B838, 1509M1823).
 - 1 - 1244 Sr. Personnel Analyst (Sch. 40.9 \$688B830, 1498M1805).
 - 1 - 1273 Dir. Of Personnel & Staff Development (Sch. 47.1 \$920B1114, 2001M2423).
2. Amend class specification for Class 1273 Director of Personnel and Staff Development.
3. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.

(Vote of 4 to 1: Commissioner Tarantino dissents.)

CLASSIFICATION AND PAY: (continued)

1126-78 Survey of one position in Class 1855 Senior Control Clerk, San Francisco Unified School District.

February 21, 1978: Over to the meeting of March 6, 1978. The San Francisco Unified School District to provide the information requested by the Commission.

March 6, 1978: Over to the meeting of March 20, 1978. (Vote of 4 to 1: Commissioner Sing dissents.)

Action: Adopt staff report.

1. Reclassify one vacant position in Class 1855 Senior Control Clerk (Sch. 30.7, \$428B514, 913M1118) to Class 1853 Control Clerk (Sch. 28.7, \$391B469, 850M1020). This represents a savings of \$98 per month based on the fifth step of each range.
2. Advise the San Francisco Unified School District to amend its Annual Salary Resolution accordingly.

1127-78 Classification of eight newly budgeted positions at the San Francisco Unified School District, Children's Centers. These eight positions are part-time.

February 21, 1978: Over to the meeting of March 6, 1978. The San Francisco Unified School District to provide the information requested by the Commission.

March 6, 1978: Over to the meeting of March 20, 1978. (Vote of 4 to 1: Commissioner Sing dissents.)

Action: Adopt staff report.

1. Classify eight positions in Class 1426 Senior Clerk Typist (Sch. 26.7 \$357B428).
2. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.

(Vote of 3 to 2: Commissioners Alioto and Tarantino dissent.)

1130-78 Classification of one newly budgeted part-time position in the San Francisco Unified School District, Children's Center Administrative Office.

February 21, 1978: Over to the meeting of March 6, 1978. The San Francisco Unified School District to provide the information requested by the Commission.

March 6, 1978: Over to the meeting of March 20, 1978. (Vote of 4 to 1: Commissioner Sing dissents.)

Action: Adopt staff report.

1. Classify one position in Class 1424 Clerk Typist, (Sal. Sch. 24.7, \$326B391).
2. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.

1151-78 Request to classify one newly budgeted (1977-78) position at the San Francisco Unified School District, Data Processing Division.

March 6, 1978: Over to the meeting of March 20, 1978. (Vote of 4 to 1: Commissioner Sing dissents.)

CLASSIFICATION AND PAY: (continued)

- 1151-78 Action: Adopt staff report.
Con't.
1. Classify one new position in Class 1853 Control Clerk, EDP, (Sch. 28.7 \$391B469, 850M1020).
 2. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.
- 1157-78 Survey of one vacant position in Class 1864 Senior Systems and Procedures Analyst, Department of Public Works, Bureau of Building Inspection.
- Action: Adopt staff report.
1. Reallocate one vacant position in Class 1864 Senior Systems and Procedures Analyst (Sch. 41.0 \$691B834, 1503M1814) to Class 1829 Operations Analyst (Sch. 36.1 \$549B661, 1194M1438).
 2. Advise the Department of Public Works to submit a Supplemental Appropriation.
 3. Amend Annual Salary Ordinance Section 415010 to reflect this action.
- 1170-78 Review of Personal Service Contract between Community Mental Health Services of the Department of Public Health and Alice Pulliam.
- Action: Off calendar pending receipt of City Attorney's opinion.
- 1183-78 Survey of two vacant positions, one 3206 Beach Lifeguard and one 3214 Senior Swimming Instructor, in the Aquatics section of the Recreation and Park Department.
- Action: Adopt staff report.
1. Reallocate one vacant position in Class 3206 Beach Lifeguard (Sch. 32.8, \$471B567, 1024M1233) to Class 3208 Pool Lifeguard (Sch. 27.7, \$374B448, 813M974). This reclassification represents a savings of \$259 per month based on maximum 1977-78 rates.
 2. Establish a new class 3216 Assistant Aquatic Supervisor. (Sch. 39.8, \$652B788, 1418M1714).
 3. Allocate one vacant position in Class 3214 Senior Swimming Instructor (Sch. 35.3, \$529B638, 1151M1388) to the new class. This reclassification represents a cost of \$326 per month at the fifth step of each range.
 4. Advise the department to include these reallocations in its Supplemental Budget request for 1978-79. These two classification actions result in a total cost of \$67 per month.
- 1187-78 Survey of one vacant position in Class 1450 Principal Clerk Stenographer, Office of the Controller.
- Action: Adopt staff report.
1. Reclassify one vacant position in Class 1450 Principal Clerk Stenographer (Sch. 30.3, \$420B505, 914M1098) to Class 1426 Senior Clerk Typist (Sch. 26.7, \$357B428, 776M931). This represents a savings of \$167 per month based on the fifth step of each class.
 2. Amend Annual Salary Ordinance Section 124010 accordingly.

CLASSIFICATION AND PAY: (continued)

1188-78 Reclassification of one position in Class 2302 Orderly and classification of one position, Department of Public Health, San Francisco General Hospital/Medical Center.

Action: Adopt staff report.

1. Reallocate one position in Class 2302 Orderly (Sch. 27.6 \$372B446, 809M970) to Class 2554 Physical Therapy Aide, (Sch. 30.6, \$426B512, 927M1114) when this action does not adversely affect the incumbent.
2. Allocate one new position to Class 2514 Orthopedic Technician I (Sch. 29.3, \$402B482, 874M1048). These allocations whose combined cost is \$2162 at the maximum monthly 1977-78 rates will be funded by the elimination of three positions whose combined cost is \$2973 at the maximum monthly step, 1977-78 rates. The elimination of these positions, 1-2312 Licensed Vocational Nurse (Sch. 29.0, \$396B475, 861M1033) and 2-2302 Orderly (Sch. 27.6, \$472B446, 809M970) represents an overall savings of \$811 per month.

1190-78 Request to classify one newly budgeted (1977-78) position at the San Francisco Community College District.

Action: Adopt staff report.

1. Classify one new position in Class 1829 Operations Analyst (Sch. 36.1, \$549B661, 1194M1438).
2. Advise the San Francisco Community College District to amend their Annual Salary Resolution accordingly.

1192-78 Oral report re status of mediation as provided by Section 16.216 of the Administrative Code, pertaining to certain crafts and related classes.

- Action:
1. Adjust rates of pay for Glaziers and Bricklayers as recommended by staff.
 2. Sustain previous action re Electricians. Staff to report back on question of numbers of Federal employees included in survey.
 3. Rescind action of March 15, 1978. Survey Data from State Personnel Board ("Camilli Survey") to be included in rates of pay certified to the Board of Supervisors.
 4. Adjust recommendation of 9330 Pile Worker .8% and certify to the Board of Supervisors.
 5. Delegate to staff any clerical adjustments re Automotive Mechanics and Automotive Machinists.

IN-SERVICE ACTIVITIES:

2036-78 Appeal of staff denial of request for appointment above the entrance rate for employee in Class 3585 Deputy Director for Education and Exhibitions, Fine Arts Museum.

Action: Adopt staff report. Deny appeal of Thomas Seligman.
(Vote of 4 to 1: Commissioner Salomon dissents.)

IN-SERVICE ACTIVITIES:

- 2114-78 Request for appointment above the entrance rate for two employees in Class 3632 Librarian II, Public Library.
- Action: Adopt staff report. Approve the permanent appointments of Nancy Kellum-Rose and Albert Lee Smith at Step 4 in the compensation schedule established for Class 3632 Librarian II, pending the Controller's certification that funds are available.
- 2129-78 Lay-Off of employees in Class 6102 Rodent Control Technician.
- Action: Over to the meeting of April 3, 1978.
- 2153-78 Determination of proper eligible for appointment to permanent position in Class 2948 Senior Social Service Supervisor, Department of Social Services.
- Action: Off calendar.
- 2163-78 Proposed Annual Supplementary Affirmative Action Plan for Equal Opportunities.
- Action: Refer to the Standing Committee on Charter and Rules Revisions to conduct public hearings.
- 2761-77 Request of employee for status rights in various classes.
- Action: Over to the meeting of April 3, 1978.

MISCELLANEOUS:

- 3008-78 From the heads of various departments requesting authorization to make non-civil service appointments:
- | | | | |
|-----------------------------|-----------|-----------|-----------|
| Oral Authorization Numbers: | 1104-1107 | 5190-5219 | 8692 |
| | 1918-1932 | 6453-6469 | 0082-0133 |
- Action: Approve.

RECRUITMENT AND EXAMINATIONS:

- 40061-78 Protest on qualifications appraisal for 8238 Police Communications Dispatcher.
- Action: Over to the meeting of April 3, 1978.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

MARCH 20, 1978 - 3:00 P.M.

SEPERATIONS FROM SERVICE:

TERMINATION OF PROBATIONARY APPOINTMENTS: (entrance)

- 5232-78 Charles Lehman, 2528 Medical Steward, V2/E-5, Department of Public Health, Central Office, 12/21/77.
- January 4, 1978: Over to the meeting of January 16, 1978.
- January 16, 1978: Over to the meeting of February 6, 1978.
- February 6, 1978: Over to the meeting of February 21, 1978.
- February 21, 1978: Over to the meeting of March 6, 1978.
- March 6, 1978: Over to the meeting of March 20, 1978.
- Action: (In Executive Session): Over to the meeting of April 3, 1978.
- 5233-78 Rosa Pickett, 2312 Licensed Vocational Nurse, 12/E-71, Department of Public Health, San Francisco General Hospital, 2/17/78.
- Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service.
- 5234-78 William Quist, 3248 Pianist, 2/E-1, San Francisco Community College District, 2/27/78.
- Action: Over to the meeting of April 3, 1978.
- 5235-78 George Jung, 1760 Offset Machine Operator, 7.5/E-3, San Francisco Unified School District, Management Service Division, 3/3/78.
- Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service. (Vote of 4 to 1: Commissioner Sing dissents.)
- 5236-78 Edward Gallaread, 8304 Deputy Sheriff, 160/E-8, Sheriff's Department, 3/6/78.
- Action: Over to the meeting of April 3, 1978.
- 5237-78 Sylvester Marshall, 1424 Clerk Typist, 98/E-195, District Attorney's Office, Family Support Bureau, 3/6/78.
- Action: Over to the meeting of April 3, 1978.

TERMINATION OF PROBATIONARY APPOINTMENT: (promotive)

5238-78 Clinton Hallum, 8440 Probation Officer, 32/P-2, Juvenile Court, 1/17/78.

February 6, 1978: Over to the meeting of March 20, 1978.

Action: Over to the meeting of April 3, 1978.

APPEAL OF AUTOMATIC RESIGNATION:

5239-78 Arthur Rascon, 7306 Automotive Body and Fender Worker, V5/E-4, Public Utilities Commission, San Francisco Municipal Railway, 2/7/78.

March 6, 1978: Over to the meeting of March 20, 1978.

Action: Deny appeal. Approve automatic resignation.

RESIGNATIONS:

5240-78 David Thomas, 7560 Field Conservation Aide, CETA, Recreation and Park Department, 2/23/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service.

5241-78 Robert L. Harmon, 7560 Field Conservation Aide, CETA, Department of Public Works, 1/25/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service.

5242-78 Beatrice C. Cadelinia, 1424 Clerk Typist, CETA, Department of Public Works, 2/9/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service.

TERMINATION OF TEMPORARY APPOINTMENTS:

5243-78 Allen Spencer, 2709 School Custodian, 131/E-54, San Francisco Unified School District, 2/7/78.

February 21, 1978: Over to the meeting of March 6, 1978.

March 6, 1978: Over to the meeting of March 20, 1978

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service.

TERMINATION OF TEMPORARY APPOINTMENTS: (continued)

5244-78 Thomas G. Flood, 7372 Stationary Engineer SP, 17/E-17, Department of Public Works, 2/2/78.

February 21, 1978: Over to the meeting of March 20, 1978.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service.

TERMINATION OF LIMITED TENURE APPOINTMENTS:

5245-78 Tom E. Menendez, 1202 Personnel Clerk, CETA, Art Commission, 2/28/78.

March 6, 1978: Over to the meeting of March 20, 1978.

Action: Over to the meeting of April 3, 1978.

5246-78 George Lim, 7426 Elevator Operator, CETA, Public Utilities Commission, San Francisco Municipal Railway, 2/16/78.

Action: Approve. Refer to the Mayor's Office of Employment and Training for another position under CETA upon medical clearance by the Civil Service Commission Medical Examiner.

5247-78 Alvin Bailey, 7560 Field Conservation Aide, CETA, Department of Public Works, 12/22/77.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service.

5248-78 Jonnie E. Braxton, 7560 Field Conservation Aide, CETA, Department of Public Works, 2/10/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service.

5249-78 Kim J. Burrafato, 7560 Field Conservation Aide, CETA, Recreation and Park Department, 3/1/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service.

5250-78 Felix Simmons, 7560 Field Conservation Aide, CETA, Recreation and Park Department, 2/28/78.

Action: Over to the meeting of April 3, 1978.

TERMINATION OF LIMITED TENURE APPOINTMENTS: (continued)

5251-78 Jack Fong, 7560 Field Conservation Aide, CETA, Recreation and Park Department, 3/7/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service.

5252-78 Michael Green, 9910 Public Service Trainee, CETA, Art Commission, 2/15/78.

March 6, 1978: Over to the meeting of March 20, 1978.

Action: Over to the meeting of April 3, 1978.

CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION

STANDING COMMITTEE ON CHARTER AND RULES REVISION

March 20, 1978

Room 282
City Hall
10:00 A.M.

Present: Commissioner Salomon
Commissioner Tarantino
Commissioner Sing
Commissioner Salomon presided.

ITEM
NUMBER

SC78-3 Proposed amendments to CSC Rule 19 - Limited Tenure Appointment.

December 5, 1977: Post for adoption at the second meeting of
January, 1978. (CSC)

January 16, 1978: Over to the meeting of February 6, 1978. (CSC)

February 6, 1978: Off calendar pending review of proposed amendments
by Standing Committee on Rule and Charter Revisions.
(CSC)

March 6, 1978: Over to the meeting of March 13, 1978. (SC)

March 13, 1978: Over to the meeting of March 20, 1978. (SC)

Action: 1. Post additional proposed changes to Rule 19,
adding new Section 19.07 - Expiration and Extension of
Limited Tenure Appointments.

2. Consideration of Rule 19 over to another meeting -
date to be announced.

CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION

STANDING COMMITTEE ON CHARTER AND RULES REVISION

March 17, 1978

Room 282
City Hall
4:00 P.M.

Present: Commissioner Salomon
Commissioner Tarantino
Commissioner Sing
Commissioner Salomon presided.

ITEM
NUMBER

SC78-6 Public hearing on proposed amendments to various Civil Service
Provisions of the Charter.

Action: Over to another meeting - date to be announced.

CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION

STANDING COMMITTEE ON CHARTER AND RULES REVISION

MARCH 13, 1978

Present: Commissioner Salomon
Commissioner Sing
Commissioner Tarantino
Commissioner Salomon presided.

ITEM
NUMBER

SC78-3 Proposed amendments to CSC Rule 19 - Limited Tenure Appointment.

December 5, 1977: Post for adoption at the second meeting of
January, 1978. (CSC)

January 16, 1978: Over to the meeting of February 6, 1978. (CSC)

February 6, 1978: Off calendar pending review of proposed amendments
by the Standing Committee on Rules and Charter
Revisions. (CSC)

March 6, 1978: Over to the meeting of March 13, 1978. (SC)

Action: Over to the meeting of March 20, 1978. (SC)

SC78-4 Proposed amendments to CSC Rule 30 - Personnel Service Records.

March 6, 1978: Over to the meeting of March 13, 1978. (SC)

Action: Post for a period of comment and feedback. Recalendar following
the posting period.

SC78-5 Proposed amendments to CSC Rule 33 - Resignation.

March 6, 1978: Over to the meeting of March 13, 1978. (SC)

Action: Post for a period of comment and feedback. Recalendar following
the posting period.

SAN FRANCISCO CIVIL SERVICE COMMISSION

FRANK N. ALIOTO
JOSEPH C. TARANTINO
GENEVIEVE POWELL
DARRELL J. SALOMON
LILLIAN K. SING

President
Vice President
Commissioner
Commissioner
Commissioner

SPECIAL MEETING

MARCH 23, 1978
LURIE ROOM
MAIN LIBRARY
9:15 A.M.

Present: Commissioner Alioto
Commissioner Tarantino
Commissioner Powell
Commissioner Salomon
Commissioner Sing
Commissioner Alioto presided.

MAR 31 1978

DOCUMENTS DEPT.
S.F. PUBLIC LIBRARY

CLASSIFICATION AND PAY:

1201-78 Review and reconsideration, upon remand by the Board of Supervisors, of Schedules of Compensation, Salary Standardization Ordinance, Fiscal Year 1978-79.

Action: Adopt staff report as amended.

1. Delete internal adjustments of executives earning in excess of \$30,000 per year and certify to the Board of Supervisors, schedules of compensation based on the data alone for the 37 positions affected.
2. Staff directed that in its salary survey for schedules of compensation for the Salary Standardization Ordinance, Fiscal Year 1979-80, that individual data be obtained for each executive position which carries with it a salary in excess of \$30,000 per year in accordance with the formula dictated by Charter Section 8.407.
3. Certify adjusted rates for electricians based on revised State Personnel Board survey report ("Camilli III").

CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION

STANDING COMMITTEE ON CHARTER AND RULES REVISION

COMMITTEE MEMBERS

Darrell J. Salomon, Chairman
Joseph C. Tarantino
Lillian K. Sing

C A L E N D A R

April 3, 1978

Room 282
City Hall
9:00 A.M.

ITEM
NUMBER

SC78-7 Public Hearing on Civil Service Reform Through Charter Revision.

SF
C65
#5
4/3/78

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

APRIL 3, 1978 - 2:00 P.M.

Present: Commissioner Alioto
Commissioner Tarantino
Commissioner Powell
Commissioner Salomon
Commissioner Sing
Commissioner Alioto presided.
Commissioners Sing and Powell
excused after Part I.

APR 11 1978

DOCUMENTS DEPT.
S.F. PUBLIC LIBRARY

MINUTES:

Regular meeting of March 20, 1978.

Action: Approve.

CLASSIFICATION AND PAY:

- 1054-78 Survey of two vacant positions in the Sheriff's Department.
March 6, 1978: Over to the meeting of March 20, 1978.
March 20, 1978: Over to the meeting of April 3, 1978.
Action: Off calendar.
- 1167-78 Request to classify one newly budgeted (1977-78) position at the San Francisco Community College District.
Action: Adopt staff report.
 1. Classify one new position in Class 3618 Library Technical Assistant II (Sch. 31.6, \$446B536, 970M1166) as requested.
 2. Advise the San Francisco Community College District to amend their Annual Salary Resolution accordingly.
- 1191-78 Survey of one position in Class 5296 School Facilities Planner in the San Francisco Unified School District.
Action: Deny staff report.
- 1197-78 Request to survey one position in Class 1856 Assistant Control Supervisor, EDP, San Francisco Unified School District.
Action: Deny staff report.
- 1198-78 Amendment of the specification for Class 5161 Water Purification Assistant Division Manager.
Action: Adopt staff report. Amend the specification for Class 5161 Water Purification Assistant Division Manager. These amendments result in no change in costs and have been recommended and approved by the department.

CLASSIFICATION AND PAY: (continued)

- 1203-78 Review of two personal services contracts for the Department of Public Works, Bureau of Architecture, for building inspection services.
- Action: Contracts reviewed; forwarded to the Purchaser of Supplies (Vote of 4 to 1: Commissioner Salomon dissents).
- 1204-78 Survey of two positions in the Cashier's Office at the Family Support Bureau of the District Attorney's Office.
- Action: Adopt staff report.
1. Reclassify one position in Class 1404 Clerk (Sch. 25.1, \$332B398) to Class 1630 Account Clerk (Sch. 24.6, \$325B390) when this action does not adversely affect the incumbent. This action will result in a salary savings of \$18 monthly based on the maximum step, 1977-78 rates.
 2. Reclassify one Class 1630 Account Clerk position (Sch. 24.6, \$325B390) to 1632 Senior Account Clerk (Sch. 27.6, \$372B446) when this action does not adversely affect the incumbent. This action will result in a cost of \$122 monthly based on the maximum step, 1977-78 rates.
 3. Amend Annual Salary Ordinance Section 141011 accordingly.

IN-SERVICE ACTIVITIES:

- 2129-78 Lay-off of employees in Class 6102 Rodent Control Technician.
- March 20, 1978: Over to the meeting of April 3, 1978.
- Action: Adopt staff report as amended.
1. Reassign permanent employees in Federally funded positions to permanently budgeted positions in accordance with seniority.
 2. Grant seniority for temporary employment to Rene Ordonez over employees who are displaced by permanent lay-off.
- 2161-78 Appeal from Alice Rogers, Class 2450 Pharmacist, Department of Public Health, San Francisco General Hospital, of imposition of mandatory sick leave under Civil Service Commission Rule 22.05b.
- Action: 1. Grant appeal. Return to duty.
2. Deny request for back pay.
- 2164-78 Temporary appointment of Yvett Stuart in Class 1242 Personnel Analyst, Department of Public Health, San Francisco General Hospital.
- Action: Adopt staff report. Allow Yvett Stuart to complete probation in Class 1240 Assistant Personnel Analyst while serving under temporary appointment in Class 1242 Personnel Analyst.
- 2165-78 Request for appointment above the entrance rate for employee in Class 9116 Senior Fare Collections Receiver, San Francisco Municipal Railway.
- Action: Adopt staff report. Approve the permanent appointment of Bernard Brodit at Step 4 in the Compensation Schedule established for Class 9116 Senior Fare Collections Receiver pending the Controller's certification that funds are available.

IN-SERVICE ACTIVITIES: (continued)

- 2166-78 Appeal of denial of leave of absence by the Controller's Office for employee to accept temporary appointment in Class 1853 EDP Control Clerk at the San Francisco General Hospital.
- Action: Adopt staff report. Grant leave of absence to Beryl Jenkins to accept temporary appointment in Class 1853 EDP Control Clerk.
- 2170-78 Appeal of staff denial of request for appointment above the entrance rate for employee in Class 5278 Planner II, City Planning Department.
- Action: Over to the meeting of April 17, 1978.
- 2177-78 Appeal of staff denial to backdate declaration of two requisitions as permanent in the District Attorney's Office.
- Action: Adopt staff report. Deny appeal of the District Attorney's Office.
- 2181-78 Special Report: Review of non-civil service employment record of Eufemio Martinez, Class 2903 Eligibility Worker, Department of Social Services.
- Action: Adopt staff report. Cancel all current examination and eligibility status for Class 2903 Eligibility Worker. No future employment in this class.
- 2182-78 Special Report: Review of non-civil service employment record of Thomas Fry, Class 2903 Eligibility Worker, Department of Social Services.
- Action: Adopt staff report. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after completion of one year's work experience outside the City and County service with a satisfactory rating. Not to be employed again at the Department of Social Services.
- 2183-78 Proposed amendment to Civil Service Commission Rule 3, Section 3.02 - Duties of President and Vice-President and to Civil Service Commission Rule 5, Section 5.09 - Rules of Order.
- Action: Post for adoption at the meeting of April 17, 1978.
- 2761-77 Request of employee for status rights in various classes.
- March 20, 1978: Over to the meeting of April 3, 1978.
- Action: Over to the meeting of April 17, 1978.
- 2196-78
Addendum Renewal of request to the Board of Supervisors to adopt a resolution asking the State Attorney General to grant the Civil Service Commission status as an agency authorized to receive California Department of Justice Records.
- Action: Request the Board of Supervisors to adopt a resolution asking the State Attorney General to grant the Civil Service Commission status as an agency authorized to receive California Department of Justice Records (rap sheets).

MISCELLANEOUS:

3009-78 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral Authorization Numbers: 1933-1951 6470-6485 0134-0157
5220-5236 8693-8698

Action: Approve.

RECRUITMENT AND EXAMINATIONS:

40061-78 Protest on qualifications appraisal for Class 8238 Police Communications Dispatcher.

March 20, 1978: Over to the meeting of April 3, 1978.

Action: Off calendar.

40099-78 H2 Firefighter examination - Special Report.

No reports.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

APRIL 3, 1978 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

TERMINATION OF PROBATIONARY APPOINTMENTS: (entrance)

- 5253-78 William Quist, 3248 Pianist, 2/E1, San Francisco Community College District, 2/27/78.
- March 20, 1978: Over to the meeting of April 3, 1978.
- Action: Return name to list under waiver of certification until Mr. Quist removes this waiver in accordance with the Rules.
- 5254-78 Edward Gallaread, 8304 Deputy Sheriff, 160/E-8, Office of the Sheriff, 3/6/78.
- March 20, 1978: Over to the meeting of April 3, 1978.
- Action: Over to the meeting of April 17, 1978.
- 5255-78 Charles Ramsey, 2708 Custodian, 38/E-59, Public Utilities Commission, San Francisco Water Department, 12/27/77.
- February 6, 1978: Over to the meeting of March 6, 1978.
- March 6, 1978: Over to the meeting of April 3, 1978.
- Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service.
- 5256-78 Sylvester Marshall, 1424 Clerk Typist, 98/E-195, District Attorney's Office, 3/6/78.
- March 20, 1978: Over to the meeting of April 3, 1978.
- Action: Over to the meeting of May 1, 1978.
- 5257-78 Charles Lehman, 2528 Medical Steward, V2/E-5, Department of Public Health, Central Office, 12/21/77.
- January 4, 1978: Over to the meeting of January 16, 1978.
- January 16, 1978: Over to the meeting of February 6, 1978.
- February 6, 1978: Over to the meeting of February 21, 1978.
- February 21, 1978: Over to the meeting of March 6, 1978.
- March 6, 1978: Over to the meeting of March 20, 1978.
- March 20, 1978: Over to the meeting of April 3, 1978.
- Action: Over to the meeting of April 17, 1978.

TERMINATION OF PROBATIONARY APPOINTMENTS: (entrance) (continued)

5258-78 Susie Israel, 2312 Licensed Vocational Nurse, 21/E-71, Department of Public Health, San Francisco General Hospital, 3/24/78.

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service.

5259-78 Barbara Ezell, 1802 Research Assistant, 29/E-3, Department of Public Health, Community Mental Health Services, 3/16/78.

Action: No restriction on future employment.

5260-78 Woodrow Blake, 2709 School Custodian, 78/E-54, San Francisco Unified School District, 3/15/78.

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service.

TERMINATION OF PROBATIONARY APPOINTMENTS: (promotive)

5261-78 Clinton Hallum, 8440 Probation Officer, 32/P-2, Juvenile Court, 1/17/78.

February 6, 1978: Over to the meeting of March 20, 1978.

March 20, 1978: Over to the meeting of April 3, 1978.

Action: Reinstate to the position from which promoted (Class 8320 Counselor Juvenile Hall).

5262-78 Louella Brandon, 2903 Eligibility Worker, 3/P-13, Department of Social Services, 3/22/78.

Action: Off calendar.

RESIGNATION

5263-78 Eligio Garbin, 9163 Transit Operator, 401/E-112, Public Utilities Commission, San Francisco Municipal Railway, 3/1/78.

Action: Approve. No future employment in positions which require the operation of a motor vehicle. Refer to Employment Counseling to explore other job opportunities.

APPEALS OF AUTOMATIC RESIGNATION:

5264-78 Earline Daniels, 3593 Instructional Aide I, 45/E-1, San Francisco Unified School District, 3/3/78.

Action: Off calendar.

5265-78 Mark E. Noonan, 5247 Associate Sanitary Engineer, 31/E-2, Department of Public Works, 3.16/78.

Action: Deny appeal. Approve automatic resignation.

APPEALS OF AUTOMATIC RESIGNATION: (continued)

5266-78 Patricia MacMaster, 2320 Registered Nurse, 7/E-253, Department of Public Health, San Francisco General Hospital, 3/1/78.

Action: Deny appeal. Approve automatic resignation. Future employment subject to the review and approval of the General Manager, Personnel. Not to be employed at the San Francisco General Hospital again.

TERMINATIONS OF LIMITED TENURE APPOINTMENT:

5267-78 Felix Simmons, 7560 Field Conservation Aide, CETA, Recreation and Park Department, 2/28/78.

March 20, 1978: Over to the meeting of April 3, 1978.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service. Future employment subject to medical clearance by the Civil Service Commission Medical Examiner.

5268-78 Wayman Lam, 1402 Junior Clerk, Controller's Office, CETA, 3/20/78.

Action: Over to the meeting of April 3, 1978. The Commission directed that the Controller or his representative be present to present the reason for the termination.

5270-78 Robert Hurley, 9910 Public Service Trainee, CETA, Public Utilities Commission, San Francisco Municipal Railway, 3/10/78.

Action: Approve. Retain eligibility on any list under waiver of certification until medically cleared by the Civil Service Commission Medical Examiner upon presentation of evidence that he has made satisfactory progress in a rehabilitation program for at least one year.

5271-78 Barbara Frediani, 1424 Clerk Typist, CETA, Public Utilities Commission, San Francisco Municipal Railway, 3/14/78.

Action: Over to the meeting of May 1, 1978.

5272-78 Andrew Jaramillo, 1650 Accountant, CETA, Office of the Sheriff, 3/10/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service.

5273-78 Joseph Mixon, 7560 Field Conservation Aide, CETA, Department of Public Works, 3/13/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service.

5274-78 Warren Herron, 7560 Field Conservation Aide, CETA, Department of Public Works, 3/15/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service.

TERMINATIONS OF LIMITED TENURE APPOINTMENT: (continued)

- 5275-78 Phillip Little, 7560 Field Conservation Aide, CETA, Department of Public Works, 3/7/78.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service.
- 5276-78 Jose Melendez, 7346 Painter, LT, Department of Public Works, 2/27/78.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service.
- 5277-78 Ronald Rush, 1424 Clerk Typist, CETA, Human Rights Commission, 3/14/78.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service.
- 5278-78 Tom E. Menendez, 1202 Personnel Clerk, CETA, Art Commission, 2/28/78.
- March 6, 1978: Over to the meeting of March 20, 1978.
- March 20, 1978: Over to the meeting of April 3, 1978.
- Action: Approve. Refer to the Mayor's Office of Employment and Training for other employment under CETA. No future employment with the Art Commission.
- 5279-78 Michael Green, 9910 Public Service Trainee, CETA, Art Commission, 2/15/78.
- March 6, 1978: Over to the meeting of March 20, 1978.
- March 20, 1978: Over to the meeting of April 3, 1978.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service.

TERMINATION OF PROBATIONARY APPOINTMENTS: (entrance) (continued)

- 5269-78 Joseph H. McGoff, 2709 School Custodian, 58/E-54, San Francisco Unified School District, 3/15/78.
- Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART 1

APRIL 17, 1978 - 2:00 P.M.

Present: Commissioner Alioto
Commissioner Tarantino
Commissioner Powell
Commissioner Salomon
Commissioner Sing
Commissioner Alioto presided.
Commissioner Tarantino excused after Part 1.

MINUTES:

Regular Meeting of April 3, 1978.

Action: Approve.

APR 25 1978

ANNOUNCEMENTS:

DOCUMENTS DEPT.
S.F. PUBLIC LIBRARY

The Civil Service Commission met in Executive Session with the City Attorney to discuss litigation in the matter of the Officers for Justice v. the City and County of San Francisco. It was the decision of the Civil Service Commission to approve the recommendation of the City Attorney and to adopt the proposed consent decree. (Vote of 3 to 2: Commissioners Alioto and Salomon dissenting.)

CLASSIFICATION AND PAY:

1050-78 Survey of one vacant Class 1446 Senior Clerk Stenographer position in the General Office section of the Department of Public Works.

Action: Adopt staff report.

1. Reclassify one 1446 Senior Clerk Stenographer position (Sch. 28.3, \$384B460) to Class 1426 Senior Clerk Typist (Sch. 26.7, \$357B428). This results in a savings of \$32 bi-weekly at the fifth step.
2. Amend Annual Salary Ordinance Section 423010 to reflect this action.

1054-78 Review of proposed experience requirement for Class 8314 Chief Deputy Sheriff.
Addendum

March 6, 1978: Over to the meeting of March 20, 1978.

March 20, 1978: Over to the meeting of April 3, 1978.

April 3, 1978: Off calendar.

Action: Adopt staff report.

1. Amend and retitle the specification for Class 8314 Chief Deputy Sheriff (Jail) and Class 8310 Sheriff's Lieutenant.
2. Allocate two vacant positions in the Sheriff's Department as follows:
 - A. 1-8126 Chief Deputy Sheriff (Civil) (Sch. 47.7, \$947B1147, 2060M2495) to 1-8314 Chief Deputy Sheriff (Sch. 45.1, \$838B1013, 1823M2203).
 - B. 1-8124 Assistant Chief Deputy Sheriff (Civil) (Sch. 41.0, \$691B834, 1503M1814) to 8310 Sheriff's Lieutenant,

CLASSIFICATION AND PAY: (con't)

1054-78
Addendum
(Con't.)

(Sch. 41.0, \$691B834, 1503M1814). This results in a savings of \$292 per month at the fifth step.

3. Abolish Class 8126 Chief Deputy Sheriff (Civil) and Class 8124 Assistant Chief Deputy Sheriff (Civil).
4. Amend Annual Salary Ordinance Section 173010A to reflect this action.

1065-78 Survey of one vacant position in Class 5114 Assistant Director of Planning.
Action: Adopt staff report.

1. Establish new Class 5115 Deputy Director of Planning (Sch. 55.0 J,Z, \$1342B1626, 2919M3537).
2. Reallocate one vacant position in Class 5114 Assistant Director of Planning (Sch. 52.8, \$1208B1463, 2627M3182) to one position in Class 5115 Deputy Director of Planning.
3. Abolish Class 5114 Assistant Director of Planning.
4. Amend Salary Ordinance Section 119010 accordingly. This reclassification will cost \$355 per month at the fifth step maximum 1978-79 rates.

1137-78 Survey of one 1220 Payroll Clerk Position located in the Sheriff's Office.
Action: Adopt staff report.

1. Reclassify one position in Class 1220 Payroll Clerk (Sch. 26.6, \$356B426, 774M927) to Class 1222 Senior Payroll and Personnel Clerk (Sch. 28.6, \$390B467, 848M1016) when this action does not adversely affect the incumbent.
2. Amend Annual Salary Ordinance Section 173010 accordingly. This reclassification will cost an additional \$80 per month based on the fifth step of each class at maximum 1977-78 rates.
3. Advise the department to submit a Supplemental Appropriation and to adjust their 1978-79 budget accordingly.

1195-78 Request to utilize Staff Assistant Series in the Department of Public Works.

Action: Adopt staff report. Approve use of Class 9740 Staff Assistant IV (\$720BW) to employ two or more individuals to repair and install linoleum and vinyl tile flooring in various public buildings.

1216-78 Survey of one vacant position in Class 1464 Medical Clerk Stenographer and one vacant position in Class 1444 Clerk Stenographer, Department of Public Health, San Francisco General Hospital/Medical Center.

Action: Adopt staff report.

1. Reallocate one vacant position in Class 1464 Medical Clerk Stenographer (Sch. 29.8, \$411B494, 894M1074) to Class 1426 Senior Clerk Typist (Sch. 26.7, \$357B428, 776M931). This reclassification will result in a salary savings of \$143 a month at the maximum 1977-78 rates.
2. Reallocate one vacant position in Class 1444 Clerk Stenographer (Sch. 26.8, \$359B430, 781M935) to Class 1446 Senior Clerk Stenographer (Sch. 28.3, \$384B460, 835M1001). This reclassification will result in an additional cost of \$66 a month at the maximum 1977-78 rate.

CLASSIFICATION AND PAY:

- 1216-78 (Con't) 3. Amend Section 557010 of the Annual Salary Ordinance accordingly (Position Control Numbers 0002 and 0004).
4. Advise the department to submit a Supplemental Appropriation to reflect these actions, and to adjust their 1978-79 budget accordingly. These two classification actions result in a total salary savings of \$77 a month at the maximum 1977-78 rates.
- 1217-78 Survey of all positions in Class 1640 Senior Accounting Machine Operator.
- Action: Adopt staff report.
1. Amend the class specification for 1640 Senior Accounting Machine Operator.
 2. Reallocate five positions in Class 1640 Senior Accounting Machine Operator (Sch. 33.9, \$496B596, 1079M1296) at the Department of Public Health, San Francisco General Hospital as follows:

4-1855 Senior Control Clerk (Sch. 31.4, \$442B531, 918M1155)
1-1721 Senior Data Entry Operator (Sch. 30.1 \$416B500, 905M1088)

Based on the recommended salaries for 1978-79 these five reallocations represent a total savings of \$872 per month based on the fifth step of each range.
 3. Reallocate one position in Class 1640 Senior Accounting Machine Operator (Sch. 33.9, \$496B596, 1079M1296) in the Controller's Office to Class 1858 Control Supervisor (Sch. 35.7 \$539B650, 1172M1414). Based on the recommended salaries for 1978-79. This represents a cost of \$118 per month based on the fifth step of each range.
 4. Amend Annual Salary Ordinance Section 123010 and Section 557010.
 5. These classifications actions will be effected when it does not adversely affect the permanent incumbents.
- 1218-78 Classification of two new positions in the Department of Public Health, Jail Medical Services Program.
- Action: Adopt staff report.
1. Classify two new positions in budgeted classes as follows:

1-2210 Dentist, PT (Sch. 50.8, \$1099B1329, 2390M2891) and
1-2426 Radiologic Technologist 11, PT (Sch 34.0. \$498B599. 1083M1303).
 2. Amend Annual Salary Ordinance Section 515010 accordingly.
- 1221-78 Survey of one position in the San Francisco Community College District, Building and Grounds Division.
- Action: Adopt staff report.
1. Classify one position in Class 1842 Management Assistant (Sch. 34.9, \$519B625, 1129M1359) as requested.
 2. Advise the San Francisco Community College District to amend their Annual Salary Resolution accordingly.

CLASSIFICATION AND PAY:

1226-78 Survey of one vacant Class 1446 Senior Clerk Stenographer position at the Mission Community College Center of the San Francisco Community College District.

Action: Adopt staff report.

1. Reclassify one Class 1446 Senior Clerk Stenographer position (Sch. 28.3 \$384B460) to Class 1220 Payroll Clerk (Sch. 26.6, \$356B426). This action will result in a salary savings of \$74.00 monthly based on the maximum step 1977-78 rates.
2. Advise the San Francisco Community College District to amend their Annual Salary Resolution accordingly.

1232-78 Survey of four accounting positions, San Francisco Unified School District.

Action: Adopt staff report.

1. Reclassify two positions in Class 1652 Senior Accountant (Sch. 36.8, \$567B684, 1233M1488) to Class 1654 Principal Accountant (Sch. 40.8, \$684B826, 1488M1797) when this can be accomplished without adverse effect to the incumbents.
2. Classify one new position budgeted in Class 1652 Senior Accountant (Sch. 36.8, \$567B684, 1233M1488) to Class 1408 Principal Clerk (Sch. 31.8, \$449B541, 977M1177).
3. Confirm Classification of one position in Class 1652 Senior Accountant. Based on the maximum rate for each class, these actions will result in a net salary increase of \$307 per month, 1977-78 rates.
4. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.

1635-77 Reconsideration of Civil Service Commission action of February 21, 1978: Survey of one vacant position in Class 1422 Junior Clerk Typist at the Exhibition Department of the Fine Arts Museum.

February 21, 1978: Off calendar.

Action: 1. Rescind action of February 21, 1978.

2. Adopt Staff report.
3. Reclassify one 1422 Junior Clerk Typist position (Sch. 21.2, \$607M726) to Class 1444 Clerk Stenographer (Sch 26.8, \$781M935). This represents an increase of \$209 a month, based on the fifth step.
4. Amend Annual Salary Ordinance Section 621010 accordingly.
5. Advise the Department to submit a Supplemental Appropriation request.

IN-SERVICE ACTIVITIES:

2132-78 Request for appointment above the entrance rate for three employees in various departments.

Action: Adopt staff report. Approve requests for appointment above the entrance rate for the following employees pending the Controller's certification that funds are available:

IN-SERVICE ACTIVITIES: (continued)

1. Benton Cohen, Step 3 in the compensation schedule established for Class 1404 Clerk, Treasurer's Office.
2. William L. Talmadge, Step 5 in the compensation schedule established for Class 1934 Storekeeper, Purchasing Department.
3. Anne Fiorentino, Step 5 in the compensation schedule established for Class 1706 Telephone Operator, San Francisco Unified School District.

2170-78 Appeal of Staff denial of request for appointment above the entrance rate for employee in Class 5278 Planner II, City Planning Department.

April 3, 1978: Over to the meeting of April 17, 1978.

Action: Deny staff report. Grant appeal of William Oman. Approve request for appointment at Step 2 in the compensation schedule established for Class 5278 Planner II. (Vote of 3 to 2: Commissioner Alioto and Salomon dissent.)

2183-78 Proposed amendments to Civil Service Commission Rule 3, Section 3.02. Duties of President and Vice-President and to Civil Service Commission Rule 5, Section 5.09. Rules of Order.

April 3, 1978: Post for adoption at the meeting of April 17, 1978.

Action: Adopt.

2191-78 Appeal of staff denial of request for appointment above the entrance rate for employee in Class 2586 Health Worker II, Department of Public Health.

Action: Over to the meeting of May 1, 1978.

2192-78 Appeal of staff denial of request for appointment above the entrance rate for two employees in Class 7347 Plumber, Port of San Francisco.

Action: Over to the meeting of May 1, 1978.

2198-78 Special Report: Review of non-civil service employment record of Joseph Rampulla, 2320 Registered Nurse, Department of Public Health, San Francisco General Hospital.

Action: Adopt staff report. Cancel all current examination and eligibility status. No future employment with the City and County of San Francisco.

2207-78 Appeal of denial of leave of absence by the Department of Public Health, for employee to accept temporary appointment in Class 2903 Eligibility Worker.

Action: Adopt staff report. Grant leave of absence to Earl Bondurant to accept temporary appointment in Class 2903 Eligibility Worker. (Vote of 4 to 1: Commissioner Salomon dissents.)

2218-78 Request for approval of appointment above the entrance rate for permanent employee in Class 7152 Transit Equipment Superintendent.

Action: Adopt staff report. Approve the permanent appointment of Frank L. Baggetta at Step 5 in the compensation schedule established for Class 7152 Transit Equipment Superintendent.

IN-SERVICE ACTIVITIES:

2228-78 Reconsideration of Civil Service Commission action of April 7, 1978. Review of proposed consent decree in the Officers for Justice versus the City and County of San Francisco, et al litigation.

April 7, 1978: (In Executive Session): Approve the recommendation of the City Attorney. Adopt the proposed consent decree. (Vote of 3 to 2: Commissioners Alioto and Salomon dissent.)

Action: 1. Rescind action of April 7, 1978.

2. Disapprove the proposed consent decree. (Vote of 3 to 2: Commissioners Tarantino and Sing dissent.)

2761-77 Request of employee for status rights in various classes.

Addendum

March 20, 1978: Over to the meeting of April 3, 1978.

April 3, 1978: Over to the meeting of April 17, 1978.

Action: Off calendar.

MISCELLANEOUS:

3010-78 Request from department to backdate requisition and permanent certification date:

P-338 1460 Sr. Legal Stenographer 3/6/78 District Attorney

Action: Approve as recommended by the committee. This is a correction of a clerical error involving the transfer of a permanent employee.

3011-78 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral Authorization Numbers: 5237-5258 6484-6504
5262-5263 0158-0205

Action: Approve.

RECRUITMENT AND EXAMINATIONS:

40088-78 Protests on the examination for Classes 8322 Senior Counselor, 8324 Supervising Counselor, 8326 Assistant Director, Boys Ranch School.

Action: 1. Protests on key answers: #135 - amend key - correct answer is #4; deny appeals on Items #2 and #220.
2. Other appeals over to the meeting of May 1, 1978.

40118-78 Protest of rating in qualifications appraisal portion of examination for Class 8440 Probation Officer.

Action: Over to the meeting of May 1, 1978.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

APRIL 17, 1978 - 3:00 P.M.

LIMITED TENURE APPOINTMENTS:

5280-78 Wayman Lam, 1402 Clerk, CETA, Controller's Office, 3/20/78.

April 3, 1978: Over to the meeting of April 17, 1978. The Commission directed that the Controller or his representative be present to present the reason for the termination.

Action: Over to the meeting of May 1, 1978.

5281-78 Reconsideration of Civil Service Commission action of March 20, 1978: Jonnie E. Braxton, 7560 Field Conservation Aide, CETA, Department of Public Works, 2/10/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service.

5282-78 Charles Solares, 7346 Painter, TLT, Department of Public Works, 3/28/78.

Action: Over to the meeting of May 1, 1978.

5283-78 Alejandro E. Dimas, 7346 Painter, TLT, Department of Public Works, 3/24/78.

Action: Over to the meeting of May 1, 1978.

5284-78 Daune Nelson, 1424 Clerk Typist, CETA, Employee's Retirement System, 3/29/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service.

TERMINATION OF PROBATIONARY APPOINTMENTS: (entrance)

5285-78 Edward Gallaread, 8304 Deputy Sheriff, 160/E-8, Office of the Sheriff, 3/6/78.

March 20, 1978: Over to the meeting of April 3, 1978.

April 3, 1978: Over to the meeting of April 17, 1978.

Action: Over to the meeting of May 1, 1978.

TERMINATION OF PROBATIONARY APPOINTMENTS: (entrance)

5286-78 Charles Lehman, 2528 Medical Steward, V2/E-5, Department of Public Health, Central Office, 12/21/77.

January 4, 1978: Over to the meeting of January 16, 1978.

January 16, 1978: Over to the meeting of February 6, 1978.

February 6, 1978: Over to the meeting of February 21, 1978.

February 21, 1978: Over to the meeting of March 6, 1978.

March 6, 1978: Over to the meeting of March 20, 1978.

March 20, 1978: Over to the meeting of April 3, 1978.

April 3, 1978: Over to the meeting of April 17, 1978.

Action: Dismiss from the service. Not to be employed again by the Department of Public Health.

5287-78 Ruby Thomas, 1424 Clerk Typist, 379/E-174, Department of Public Health, San Francisco General Hospital, 3/3/78.

Action: Off calendar.

5288-78 Edward Rossi, 4324 Parking Meter Collector, 17/E-2, Finance and Records, 3/24/78.

Action: Off calendar.

APPEAL OF AUTOMATIC RESIGNATION:

5289-78 Carmen Craine, 1440 Medical Transcriber Typist, 2/E-4, Department of Public Health, San Francisco General Hospital/Medical Center, 3/17/78.

Action: Over to the meeting of May 1, 1978.

RESIGNATION:

5290-78 Eugene Singletary, 9163 Transit Operator, 142/E-109, Public Utilities Commission, San Francisco Municipal Railway, 3/21/78.

Action: Approve.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

MAY 1, 1978 - 2:00 P.M.

Present: Commissioner Alioto
Commissioner Salomon
Commissioner Sing
Commissioner Tarantino
Excused: Commissioner Powell
Commissioner Alioto presided.
Commissioner Salomon excused after Part I.

MINUTES:

Regular Meeting of April 17, 1978.

Action: Approve.

CLASSIFICATION AND PAY

1042-78 Survey of one vacant 1424 Clerk Typist position in the Office of the Registrar of Voters.

Action: Adopt staff report.

1. Reclassify one vacant 1424 Clerk Typist position (Sch. 24.7, \$709M850) to Class 1426 Senior Clerk Typist (Sch. 26.7, \$776M931). This would represent an increase of minimum \$67 to maximum \$81 per month, depending upon the status of the eligible at the time of the appointment.
2. Amend Annual Salary Ordinance Section 255010 accordingly.
3. Advise the department to submit a supplemental appropriation request.

1220-78 Request to reclassify one vacant position in Class 0-1 Chauffeur, Office of the Sheriff.

Action: Adopt staff report.

1. Reallocate one vacant position in Class 0-1 Chauffeur (Sch. 31.3 \$440B529, 957M1151) in the Sheriff's Office to Class 8304 Deputy Sheriff (Sch. 35.3, \$529B638, 1151M1388).
2. Amend Annual Salary Ordinance Section 173010C to reflect this action.
3. Reallocate the remaining position in Class 0-1 Chauffeur to Class 8304 Deputy Sheriff when it becomes vacant.

1242-78 Request to classify one newly budgeted (1977-78) position at the San Francisco Community College District.

Action: Adopt staff report.

1. Classify one new position in Class 1242 Personnel Analyst (Sch. 36.9, \$570B688, 1240M1496) as requested.
2. Advise the San Francisco Community College District to amend their Annual Salary Resolution accordingly.

CLASSIFICATION AND PAY: (continued)

- 1246-78 Classification of one newly budgeted position in the Bilingual Center of the San Francisco Unified School District.
- Action: Adopt staff report.
1. Classify one position in Class 1426 Senior Clerk Typist (Sch. 26.7, \$357B428) as requested.
 2. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.
- 1247-78 Classification of one newly budgeted Class 1426 Senior Clerk Typist position at City College of the San Francisco Community College District.
- Action: Adopt staff report.
1. Classify one new position in Class 1426 Senior Clerk Typist (Sch. 26.7, \$357B428) as requested.
 2. Advise the San Francisco Community College District to amend their Annual Salary Resolution accordingly.
- 1254-78 Survey of one vacant Class 1424 Clerk Typist position at the Aeronautics Department of the San Francisco Community College District.
- Action: Adopt staff report.
1. Reclassify one vacant Class 1424 Clerk Typist position (Sch. 24.7, \$326B391) to Class 1426 Senior Clerk Typist (Sch. 26.7, \$357B428). This action will result in a cost of \$81 monthly based on the maximum step 1977-78 rates.
 2. Advise the San Francisco Community College District to amend their Annual Salary Resolution accordingly.
- 1255-78 Classification of three newly budgeted positions in the Certificated Personnel Office, San Francisco Unified School District.
- Action: Adopt staff report.
1. Classify one new position in Class 1426 Senior Clerk Typist (Sch. 26.7, \$357B428).
 2. Classify one new position in Class 1406 Senior Clerk (Sch. 27.6, \$372B446).
 3. Classify one new position in Class 1840 Junior Management Assistant (Sch. 31.4, \$442B531).
 4. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.
- 1256-78 Request to utilize Class 9748 Staff Assistant VIII, Special Project, to coordinate work of the Electronic Data Processing Priority Committee.
- Action: Adopt staff report. Approve the use of Class 9748 Staff Assistant VIII, Special Project (\$1212 BW) for the employee of a Staff Assistant Coordinator for the Electronic Data Processing Priority Committee.
- 1257-78 Request to utilize Class 9742 Staff Assistant V, Special Project, for the purpose of reviewing fiscal and budgetary matters relating to the departments reporting to the Chief Administrative Officer.
- Action: Adopt staff report. Approve the use of Class 9742 Staff Assistant V, Special Project (\$830 BW) for the employment of a Staff Assistant who will be responsible for over-seeing fiscal and budgetary matters in the Office of the Chief Administrative Officer.

CLASSIFICATION AND PAY: (continued)

1277-77 Classification of one newly budgeted 1424 Clerk Typist position located at
Addendum the Mental Health Division, Student Health Services, City College.

November 21, 1977: Off calendar.

Action: Adopt staff report.

1. Classify one newly budgeted 1424 Clerk Typist position (Sch. 24.7, \$326B391) as a 1424 Clerk Typist (Sch. 24.7, \$326B391).
2. Advise the San Francisco Community College District to amend their Annual Salary Resolution accordingly.

IN-SERVICE ACTIVITIES:

2162-78 Temporary appointment of employee in Class 1814 Assistant Actuary, Retirement System.

Action: Adopt staff report. Allow Clare Murphy to complete probation in Class 1829 Operation Analyst while serving under temporary appointment in Class 1814 Assistant Actuary.

2191-78 Appeal of staff denial of request for appointment above the entrance rate for employee in Class 2586 Health Worker II, Department of Public Health.

April 17, 1978: Over to the meeting of May 1, 1978.

Action: Over to the meeting of May 15, 1978.

2192-78 Appeal of staff denial of request for appointment above the entrance rate for two employees in Class 7347 Plumber, Port of San Francisco.

April 17, 1978: Over to the meeting of May 1, 1978.

Action: Deny staff report. Grant appeals of Gerald T. Lyons and Gary F. Tensfeldt. Approve appointment at Step 5 in the compensation schedule established for Class 7347 Plumber. This action effective May 1, 1978 (Vote of 2 to 1: Commissioner Alioto dissents: Commissioner Sing momentarily excused).

2241-78 Request for appointment above the entrance rate for two employees in Class 1826 Associate Budget Analyst.

Action: Deny staff report as amended. Disapprove the permanent appointments of William Courtright and Phil Arnold at Step 5 in the compensation schedule established for Class 1826 Associate Budget Analyst pending the Controller's certification that funds are available.

2242-78 Request for appointment above the entrance rate for employee in Class 8306 Senior Deputy Sheriff.

Action: Adopt staff report. Approve the permanent appointment of Frank Winch at Step 5 in the compensation schedule established for Class 8306 Senior Deputy Sheriff pending the Controller's certification that funds are available. (Vote of 3 to 1: Commissioner Salomon dissents.)

IN-SERVICE ACTIVITIES: (continued)

2761-77
Addendum

Request of employee for status rights in various classes.

March 20, 1978: Over to the meeting of April 3, 1978.

April 3, 1978: Over to the meeting of April 17, 1978.

April 17, 1978: Off calendar.

Action: Adopt staff report.

1. Disapprove request for status rights.
2. Allow to participate in examination for Class 8419
Prisoner Services Counselor.

MISCELLANEOUS:

3012-78 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral Authorization Numbers:	1961-1964	6505-6523
	5264-5313	0206-0261

Action: Approve.

3013-78 Request from the Fire Commission to back-date requisitions.

P5490	H110 Marine Engineer	4/11/78
P5491	H110 Marine Engineer	4/11/78
P5492	H120 Pilot of Fire Boat	4/11/78
P5493	H120 Pilot of Fire Boat	4/11/78
P5494	H120 Pilot of Fire Boat	4/11/78
P5495	H22 Lt. Fire Prevention	4/11/78
P5496	H6 Investigator	4/11/78
P5497	H6 Investigator	4/4/78
P5498	H110 Marine Engineer, Fire Boat	4/11/78
P5499	H110 Marine Engineer, Fire Boat	4/11/78

Action: Approve as recommended by the committee.

3014-78 Resolution urging the Chief Administrative Officer to install a Public Address System in Room 282 City Hall.

3015-78 Request from the Public Utilities Commission, San Francisco Municipal Railway to back-date requisition:

T - 72455	7409 Electrical Transit Service Worker	3/6/78
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Action: Approve as recommended by the committee.

RECRUITMENT AND EXAMINATIONS:

40088-78 Protests on the examination for Classes 8322 Senior Counselor, 8324 Supervising Counselor, and 8326 Assistant Director, Boys Ranch School.

April 17, 1978: 1. Protests on key answers: #135 - amend key correct answer is #4; deny appeals on items #2 and #220.

2. Other appeals over to the meeting of May 1, 1978.

Action: Off calendar.

RECRUITMENT AND EXAMINATIONS: (continued)

40118-78 Protest of rating in qualifications appraisal portion of examinations
Addendum for Class 8440 Probation Officer.

April 17, 1978: Over to the meeting of May 1, 1978.

Action: Over to the meeting of May 15, 1978.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

MAY 1, 1978 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

TERMINATION OF PROBATIONARY APPOINTMENTS: (entrance)

- 5291-78 Sylvester Marshall, 1424 Clerk Typist, 98/E-195, District Attorney's Office, 3/6/78.
- March 20, 1978 Over to the meeting of April 3, 1978.
- April 3, 1978: Over to the meeting of May 1, 1978.
- Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the District Attorney's Office.
- 5292-78 Edward Gallaread, 8304 Deputy Sheriff, 160/E-8, Office of the Sheriff, 3/6/78.
- March 20, 1978: Over to the meeting of April 3, 1978.
- April 3, 1978: Over to the meeting of April 17, 1978.
- April 17, 1978: Over to the meeting of May 1, 1978.
- Action: Over to the meeting of May 15, 1978.
- 5293-78 Luis A. Sandoval, 2709 School Custodian, 60/E-54, San Francisco Community College District, 4/28/78.
- Action: Off calendar.
- 5294-78 Lloyd Williams, 2709 School Custodian, V126/E-54, San Francisco Unified School District, 4/7/78.
- Action: Over to the meeting of May 15, 1978.
- 5295-78 Scottie C. Hughes, 9163 Transit Operator, V153/E-112, Public Utilities Commission, San Francisco Municipal Railway, 2/16/78.
- Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.
- 5296-78 Alyce Mae Joseph, 2302 Orderly, 30/E-307, Department of Public Health, Laguna Honda Hospital, 4/21/78.
- Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

TERMINATION OF PROBATIONARY APPOINTMENTS: (entrance - continued)

5297-78 Mary K. Rutherford, 2312 Licensed Vocational Nurse, 1/E-71, Department of Public Health, San Francisco General Hospital, 4/7/78.

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5298-78 Janice Tempey, 2920 Medical Social Worker, 22/E-23, Department of Public Health, San Francisco General Hospital, 4/7/78.

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

APPEALS OF AUTOMATIC RESIGNATIONS:

5299-78 Carmen Craine, 1440 Medical Transcriber Typist, 2/E-4, Department of Public Health, San Francisco General Hospital, 3/17/78.

April 17, 1978: Over to the meeting of May 1, 1978.

Action: Over to the meeting of May 15, 1978.

5300-78 Michael D. Buck, 9163 Transit Operator, 104/E-112, Public Utilities Commission, San Francisco Municipal Railway, 4/14/78.

Action: Over to the meeting of May 15, 1978.

RESIGNATIONS:

5301-78 Pedro M. Lacanlale, 4320 Cashier I, 16/E-2, Department of Finance and Records, 3/20/78.

Action: Over to the meeting of May 15, 1978.

5302-78 Gregory L. Broyles, 2903 Eligibility Worker, CETA, Department of Social Services, 3/28/78.

Action: Approve. Not to be employed again by the Department of Social Services.

5303-78 Louella M. Brandon, 2903 Eligibility Worker, 3/P-13, Department of Social Services, 3/22/78.

Action: Approve. Not to be employed as a Class 2903 Eligibility Worker for at least one year.

5304-78 Barbara Zelaya, 2903 Eligibility Worker, NCS, Department of Social Services, 3/31/78.

Action: Approve. Not to be employed again by the Department of Social Services.

5305-78 Sanford Lee Adkins, 7560 Field Conservation Aide, LT, Department of Public Works, 4/7/78.

Action: Approve.

RESIGNATIONS: (continued)

5306-78 Jimmie L. Manigo, 7560 Field Conservation Aide, CETA, Department of Public Works, 4/7/78.

Action: Over to the meeting of May 15, 1978.

TERMINATION OF TEMPORARY APPOINTMENTS:

5307-78 Ronald Ohnemus, 7346 Painter, 5/E-4, Department of Public Works, 3/24/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5308-78 Lawrence Warner, 7355 Truck Driver, 132/E-1, Department of Public Works, 4/4/78.

Action: Approve without prejudice. Return name to list.

TERMINATION OF LIMITED TENURE APPOINTMENTS:

5309-78 Alejandro E. Dimas, 7346 Painter, TLT, Department of Public Works, 3/24/78.

April 17, 1978: Over to the meeting of May 1, 1978.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5310-78 Charles Solares, 7346 Painter, TLT, Department of Public Works, 3/28/78.

April 17, 1978: Over to the meeting of May 1, 1978.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. (Vote of 2 to 1: Commission Sing dissents.)

5311-78 Donald R. Turner, 7560 Field Conservation Aide, CETA, Department of Public Works, 3/27/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5312-78 Michael R. Foote, 2708 Custodian, CETA, Department of Public Works, 4/7/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5313-78 Kimberly Belmont, 1706 Telephone Operator, TLT, Department of Public Works, 4/7/78.

Action: Approve. Not to be employed again by the Department of Public Works.

TERMINATION OF LIMITED TENURE APPOINTMENTS: (continued)

5314-78 Willie Shyne, 7560 Field Conservation Aide, CETA, Department of Public Works, 4/6/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5315-78 Barbara Frediani, 1424 Clerk Typist, CETA, Public Utilities Commission, San Francisco Municipal Railway, 3/14/78.

Action: Approve. Refer to the Mayor's Office of Employment and Training for another position under CETA.

5316-78 Benjamin A. Sam, 9910 Public Service Trainee, CETA, Public Utilities Commission, San Francisco Municipal Railway, 3/28/78.

Action: Over to the meeting of June 5, 1978.

5317-78 Daniel T. Rowan, 2302 Orderly, CETA, Department of Public Health, Laguna Honda Hospital, 3/31/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5318-78 Leonard Salet, 7514 General Laborer, LT, Recreation and Park Department, 4/21/78.

Action: Disapprove. Reinstate without back pay. One more chance to establish a satisfactory work record.

5319-78 Wayman Lam, 1402 Junior Clerk, CETA, Controller's Office, 3/20/78.

April 3, 1978: Over to the meeting of April 17, 1978. The Commission directed that the Controller or his representative be present to present the the reason for the termination.

April 17, 1978: Over to the meeting of May 1, 1978.

Action: Off calendar.

5320-78 Dorothy Morency, 1202 Personnel Clerk, CETA, Mayor's Office of Employment and Training, 4/7/78.

Action: Approve without prejudice to future employment.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

MAY 15, 1978 - 2:00 P.M.

Present: Commissioner Alioto
Commissioner Tarantino
Commissioner Salomon
Commissioner Sing

Excused: Commissioner Powell
Commissioner Alioto presided.

MAY 22 1978

MINUTES:

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Regular Meeting of May 1, 1978.

Action: Approve as amended.

CLASSIFICATION AND PAY:

1264-78 Classification of one newly budgeted position in the Management Services Division, San Francisco Unified School District.

Action: Adopt staff report.

1. Classify one newly budgeted position in Class 1706 Telephone Operator (Sch. 24.1, \$317B381, 689M829) as requested.
2. Advise the San Francisco Unified School District to amend their Annual Salary Resolution, Section 661010 accordingly.

1266-78 Amendment of titles for six security classifications.

Action: Adopt staff report.

1. Amend titles of six classifications to remove sex designations as follows:

<u>CURRENT TITLE</u>	<u>RECOMMENDED TITLE</u>
8204 Institutional Policeman	8204 Institutional Police Officer
8207 Building & Grounds Patrolman	8207 Building & Grounds Patrol Officer
8208 Park Patrolman	8208 Park Patrol Officer
8210 Head Park Patrolman	8210 Head Park Patrol Officer
9210 Airport Policeman	9210 Airport Police Officer
9350 Harbor Policeman	9350 Harbor Police Officer

2. Status of incumbents and eligibles continues in the newly titled classifications per Civil Service Commission Rule 18 Section 18.03.
3. Authorize Recruitment and Examination under the new titles.
4. Amend the Annual Salary Ordinance accordingly; These titles changes are to be fully effective upon final passage of the Ordinance.
5. Advise the department to change their personnel records following passage of the Salary Ordinance.

CLASSIFICATION AND PAY: (continued)

- 1267-78 Request to utilize Class 9740 Staff Assistant IV, Special Project to staff a position titled Assistant Coordinator of Elderly and Handicapped Transit Services.
- Action: Adopt staff report. Approve the use of Class 9740 Staff Assistant IV, Special Project (\$720BW) for an eight month period to staff position titled Assistant Coordinator of Elderly and Handicapped Services.
- 1268-78 Classification of one new position (1977-78 budget) in the Department of Public Health, Division of Outpatient and Community Services.
- Action: Adopt staff report.
1. Establish one new Class 2119 Health Care Analyst (J,Z Sch. 41.3, \$701B846,1519M1833).
 2. Allocate one position in Class A142 Health Audit Coordinator to the new Class 2119 Health Care Analyst.
 3. Delete one position enumerated in the budget as A142 Health Audit Coordinator, July 1, 1977 budget.
 4. Amend Annual Salary Ordinance Section 557010 accordingly. Advise the department to adjust their 1978-79 budget accordingly.
- 1274-78 Request from the Adult Probation Department to utilize Class 9736 Staff Assistant II, Special Project to hire an employee to function as a Research Assistant to the Director of the Criminal Justice System Improvement Project.
- Action: Adopt staff report as amended.
1. Approve utilization of Class 9736 Staff Assistant II, Special Project (\$544BW) for employment of a Research Assistant who will be responsible for assisting in a study of San Francisco's Criminal Justice System.
 2. Disapprove the request of the Adult Probation Department to waive the City Residency requirement. (Vote of 3 to 1: Commissioner Salomon dissents)
- 1283-78 Amendment of the specification for Class 2736 Porter, Department of Public Health.
- Action: Adopt staff report. Amend specification for Class 2736 Porter after posting for a three week period to allow review by interested parties.
- 1284-78 Review of Personal Services Contracts between the Department of Public Health and Former Employees of the John Hale Medical Society.
- Action: Adopt staff report. Contract reviewed: Forward to the Purchaser of Supplies.
- 1285-78 Request to utilize Class 9730 Staff Aide 1, Special Project to staff three positions in the Administrative Intern Program at San Francisco General Hospital/Medical Center.
- Action: Adopt staff report. Approve the use of Class 9730 Staff Aide I, Special Project (\$362BW) for three positions in the Administrative Intern Program at San Francisco General Hospital/Medical Center.

CLASSIFICATION AND PAY: (continued)

1286-78 Survey of the Purchasing series of classifications.

Action: Adopt staff report.

1. Establish Class 1958 Supervising Purchaser at (S, Sch. 45.6, \$858B1037, 1866M2255) 1978-79 rates as recommended by the department. One position to be budgeted at a later date.
2. Amend and retitle specifications for the Purchaser series:

1950 Assistant Purchaser	1160 Assistant Director of Purchasing and Services (From Assistant Director of Purchasing and Supplies)
1952 Purchaser	
1954 Purchaser (Printing)	
1956 Senior Purchaser	1162 Director of Purchasing and Services (From Purchaser of Supplies)
1968 Supervising Purchaser (New Class)	
3. Amend Annual Salary Ordinance Sections 311010A and 311010C to reflect title changes.
4. Advise department to submit a Supplemental Appropriation for the funding of one position in Class 1958 Supervising Purchaser (\$22,308-26,962 annual).
5. The classification recommendations relating to existing classes in this series reflect no change in costs.

IN-SERVICES ACTIVITIES:

2135-78 Temporary appointment of Howard Eng in Class 1652 Senior Accountant, Mayor's Office of Employment and Training.

Action: Adopt staff report. Allow Howard Eng to complete probation in Class 1650 Accountant while serving under temporary appointment in Class 1652 Senior Accountant.

2153-78 Appeal of staff determination of certification dates of eligibles appointed to permanent positions in Class 2948 Senior Social Service Supervisor, Department of Social Services.

Action: Adopt staff report. Disapprove appeal of Doris Kahn.

2191-78 Appeal of staff denial of request for appointment above the entrance rate for employee in Class 2586 Health Worker II, Department of Public Health.

April 17, 1978: Over to the meeting of May 1, 1978.

May 1, 1978: Over to the meeting of May 15, 1978.

Action: Adopt staff report. Deny appeal of Virginia Payongayong. (Vote of 3 to 1: Commissioner Sing dissents)

2213-78 Request for appointment above the entrance rate for employee in Class 8182 Head Attorney, District Attorney's Office.

Action: Adopt staff report. Approve the exempt appointment of Gordon Van Kessel at Step 3 in the compensation schedule established for Class 8182 Head Attorney pending the Controller's certification that funds are available.

IN-SERVICE ACTIVITIES: (continued)

2214-78 Request for appointment above the entrance rate for employee in Class 8147 Senior District Attorney's Investigator.

Action: Adopt staff report. Approve the exempt appointment of Ronald Leon at Step 3 in the compensation schedule established for Class 8147 Senior District Attorney's Investigator pending the Controller's certification that funds are available.

2257-78 Request for appointment above the entrance rate for employee in Class 1880 Chief of Systems, Office of the Controller.

Action: Adopt staff report. Approve the permanent appointment of Sherman Walker at Step 5 in the compensation schedule established for Class 1880 Chief of Systems pending the Controller's certification that funds are available.

MISCELLANEOUS:

3016-78 Request from departments to back-date requisitions:

T70032	1424 Clerk Typist (CETA)	4/20/78	Fire Commission
F70002	222- Physician	3/20/78	Retirement System
		3/21/78	
		3/22/78	

Action: Approve as recommended by the committee.

3017-78 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral Authorization Numbers:	1108-1109	6524-6533
	1965-1971	0262-0322
	5314-5335	

Action: Approve.

RECRUITMENT AND EXAMINATIONS:

40098-78 Appeal of the Department of Public Health's staff denial of protests on qualifications appraisal interview ratings for Class 2248 Assistant Director Clinical Services II, Community Mental Health Services. (Department of Public Health Decentralized Personnel Unit.)

Action: Deny staff report. Grant appeals of Linda Wang and Laura Jo Ruffin. Award minimum passing score in the Qualification Appraisal Interview Ratings. (Vote of 3 to 1: Commissioner Alioto dissents)

40118-78 Protests of ratings in qualifications appraisal portion of examination for Addendum Class 8440 Probation Officer.

April 17, 1978: Over to the meeting of May 1, 1978.

May 1, 1978: Over to the meeting of May 15, 1978.

Action: 1. Deny all appeals except appeals based on allegation that proposed questions to be used in the examination were released in advance.

2. Appeals based on alleged release of proposed questions in advance under submission. Commissioner Salomon and Commissioner Sing appointed a Committee to review tapes of all interviews.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART 1I

MAY 15, 1978 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

- 5321-78 Gaylyn Sepetoski, 1402 Junior Clerk, TLT, San Francisco Community College District, 4/20/78
- Action: Approve without prejudice to future employment. Future employment subject to medical clearance by the Civil Service Commission Medical Examiner.
- 5322-78 Langston Duneghy, 7560 Field Conservation Aide, CETA, Recreation and Park Department, 4/21/78.
- Action: Over to the meeting of June 5, 1978.
- 5323-78 Edward Booker, 7560 Field Conservation Aide, CETA, Recreation and Park Department, 4/21/78.
- Action: Over to the meeting of June 5, 1978.
- 5324-78 Albert D. Trumbo, Sr., 9910 Public Service Trainee, CETA, Public Utilities Commission, San Francisco Municipal Railway, 5/2/78.
- Action: Over to the meeting of June 5, 1978.

APPEALS OF AUTOMATIC RESIGNATIONS:

- 5325-78 Michael D. Buck, 9163 Transit Operator, 104/E-112, Public Utilities Commission, San Francisco Municipal Railway, 4/14/78.
- May 1, 1978: Over to the meeting of May 15, 1978.
- Action: Deny appeal. Approve automatic resignation.
- 5326-78 Carmen Craine, 1440 Medical Transcriber Typist, 2/E-4, Department of Public Health, San Francisco General Hospital, 3/17/78.
- April 17, 1978: Over to the meeting of May 1, 1978.
- May 1, 1978: Over to the meeting of May 15, 1978.
- Action: In Executive Session. Deny appeal. Approve Automatic Resignation.
- 5327-78 Orvel R. Wilson, 7372 Stationary Engineer, SP, 18/E-14 Department of Public Works, 4/10/78.
- Action: Deny appeal. Approve automatic resignation.

RESIGNATIONS:

- 5328-78 Jimmie L. Manigo, 7560 Field Conservation Aide, CETA, Department of Public Works, 4/7/78.
- May 1, 1978: Over to the meeting of May 15, 1978.
- Action: Approve
- 5329-78 Pedro Lacanlale, 4320 Cashier 1, 16/E-2, Department of Finance and Records, 3/30/78.
- May 1, 1978: Over to the meeting of May 15, 1978.
- Action: Approve. Return name to list. Not to be employed again by the Department of Finance and Records.
- 5330-78 Edward Gallaread, 8304 Deputy Sheriff, 160/E-8, Sheriff's Department, 3/6/78.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.
- 5331-78 William E. Marble, 1952 Purchaser, 2/E-5, Purchasing Department, 5/5/78.
- Action: Approve.
- 5332-78 Morena McAllister, 1424 Clerk Typist, 217/E-181, Recreation and Park Department, 4/21/78.
- Action: Approve.
- 5333-78 Ronald K. Williams, 9163 Transit Operator, V203.5/E-111, Public Utilities Commission, San Francisco Municipal Railway, 4/17/78.
- Action: Approve. Future employment subject to medical clearance by the Civil Service Commission Medical Examiner.

TERMINATION OF PROBATIONARY APPOINTMENTS:

- 5334-78 Lloyd Williams, 2709 School Custodian, V126/E-54, San Francisco Unified School District, 4/7/78.
- Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service .
- 5335-78 Kenneth Lee, 9163 Transit Operator, 336/E-112, Public Utilities Commission, San Francisco Municipal Railway, 3/29/78.
- Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

TERMINATION OF PROBATIONARY APPOINTMENTS: (entrance - continued)

5336-78 McCoy Ellison, 2310 Operating Room Technician, 6/E-5 Department of Public Health, San Francisco General Hospital, 5/5/78.

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

5337-78 Eduardo Dizon, 1426 Senior Clerk Typist, 72/E-105, Department of Public Health, Health Center #3, 4/25/78.

Action: Return name to list. Not to be employed in a position requiring supervisory responsibilities.

5338-78 Edward Gallaread, 8304 Deputy Sheriff, 160/E-8, Sheriff's Department, 3/6/67.

March 20, 1978: Over to the meeting of April 3, 1978.

April 3, 1978: Over to the meeting of April 17, 1978

April 17, 1978: Over to the meeting of May 1, 1978.

May 1, 1978: Over to the meeting of May 15, 1978.

Action: Off calendar.

TERMINATION OF TEMPORARY APPOINTMENT:

5339-78 Kang Chan, 2903 Eligibility Worker, 272/E-7, Department of Social Services, 4/28/78.

Action: Over to the meeting of June 5, 1978.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

JUNE 5, 1978 - 2:00 P.M.

Present: Commissioner Alioto
Commissioner Tarantino
Commissioner Powell
Commissioner Salomon
Commissioner Sing
Commissioner Alioto presided.

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MINUTES:

Regular meeting of May 15, 1978.

Action: Approve.

ELECTION OF OFFICERS:

The Commission elected Joseph C. Tarantino, President; and Lillian K. Sing, Vice President, for a term ending May 31, 1979.

IN-SERVICE ACTIVITIES:

- 2319-78 Proposed Consent Decree in the Officers for Justice versus the City and County of San Francisco et al, litigation.
- Action: The Commission rejected the proposed consent decree. (Vote of 3 to 2: Commissioners Sing and Tarantino dissenting.)
- 2256-78 Appeal of staff denial of request for appointment above the entrance rate for several employees in Class 1458 Legal Stenographer, District Attorney's Office.
- Action: Adopt staff report. Deny appeals.
- 2293-78 Request for appointment above the entrance rate for employee in Class 9194 Transit Schedule Analyst, San Francisco Municipal Railway.
- Action: Over to the meeting of 6/19/78.
- 2295-78 Appeal of staff denial of request to deem promotive the permanent appointment of Banaag S. Novicio in Class 1426 Senior Clerk Typist from Class 4320 Cashier I.
- Action: Over to the meeting of 6/19/78.
- 2300-78 Request for appointment above the entrance rate for two employees in Class 9116 Senior Fare Collections Receiver, San Francisco Municipal Railway.
- Action: Over to the meeting of 6/19/78.
- 2312-78 Request for appointment above the entrance rate for employee in Class 2230 Physician Specialist Community Mental Health Services.
- Action: Over to the meeting of 6/19/78.
- 2320-78 From the City Attorney: Decision of the Court of Appeal in the matter of Civil Service Association, Local 400, etc., et al. versus the City and County of San Francisco, et al. Superior Court No. 685-177.
- Action: Off calendar.

IN-SERVICE ACTIVITIES: (continued)

2321-78 Proposed New Rule 32 - Lay-off.

Action: Off calendar.

2335-78 Resolution of Commendation for Kenneth Boyd, General Manager of the San Francisco Water Department, Public Utilities Commission, upon his retirement.

Action: Adopt.

CLASSIFICATION AND PAY:

1283-78 Amendment of the specification for Class 2736 Porter, Department of Public Health.

May 15, 1978: Adopt staff report. Amend specification for Class 2736 Porter after posting for a three week period to allow review by interested parties.

Action: Adopt staff report. Amend specification for Class 2736 Porter.

1302-78 Requests for Supervisory Differential Adjustments under the provisions of Section IV (H) Salary Standardization Ordinance 1976-77.

Rec: Approve request for Supervisory Differential Adjustments, from various employees retroactive July 1, 1976, unless otherwise noted under the provisions of Section IV (H) Salary Standardization Ordinance, amend Annual Salary Ordinance 1976-77.

Action: Over to the meeting of 6/19/78.

1307-78 Classification of new positions in the 1978-79 budget.

Action: Adopt staff report. Allocate new positions to recommended classes; Defer classification action on positions so designated in the staff report.

1309-78 Survey of one position in Class 1856 Assistant Control Supervisor, EDP in the Billing and Collections Division at San Francisco General Hospital/Medical Center.

Action: Over to the meeting of 6/19/78.

1310-78 Renewal of Personal Services Contract, between the Fire Department and Michael Taylor, Contractor.

Action: Adopt staff report. Contract reviewed: Forward to Purchaser of Supplies. Staff directed to classify the position and conduct an examination.

1311-78 Survey of two positions, City Demonstration Agency.

Action: Adopt staff report.

1. Amend Class specification for Class 1847 Executive Aide, Mayor's Office.
2. Amend and retitle specification for Class 9458 Program Specialist Trainee, CDA to Class 9458 Program Monitor Assistant, CDA.
3. Amend Annual Salary Ordinance Section 154099 accordingly. These classification actions do not involve additional costs. Positions are Federally funded.
4. Advise Examination Division of the need for examination for these classes.

CLASSIFICATION AND PAY: (continued)

1312-78 Request to classify four new Federally-funded positions in the Minority Business Enterprise Program, Public Utilities Commission.

Action: Adopt staff report.

1. Establish new Class 2978 Employment Contract Compliance Officer II (Sch. 46.5, \$895B1083, 1947M2356). Allocate one position to this class.
2. Amend the specification for Class 2992 Employment Contract Compliance Officer and retitle to Class 2992 Employment Contract Compliance Officer I.
3. Allocate two positions to Class 2992 Contract Compliance Officer I (Sch. 41.7, \$714B862, 1547M1868 - 1978-79 rates) and grant status to the permanent incumbent, Mr. George Newkirk.
4. Allocate one position to Class 1446 Senior Clerk Stenographer (Sch. 31.2, \$438B526, 949M1140 - 1978-79 rates).
5. Establish new Annual Salary Ordinance Section as follows:

705099 Public Utilities Commission
Minority Business Enterprise Program
Federally-funded Positions
6. Include the four new positions in Salary Ordinance Section 705099 with the following note: "These positions shall be occupied only when services are required and funds are provided."

1313-78 Survey of one vacant Class 1424 Clerk Typist position at the Main Branch of the San Francisco Public Library.

Action: Adopt staff report.

1. Reallocate one vacant 1424 Clerk Typist position (Sch. 24.7, \$326B391) to Class 1630 Account Clerk (Sch. 24.6, \$325B390). This action will result in a savings of \$2 monthly, 1978-79 rates.
2. Amend Annual Salary Ordinance Section 631010 accordingly.

1314-78 Correction of clerical errors of certain classifications in Salary Standardization Ordinance, 1978-79.

Action: Adopt staff report. Correct clerical errors in Salary Standardization Ordinance: Forward to the Board of Supervisors.

1316-78 Request for Supervisory Differential Adjustments regarding Salary Standardization Ordinance, Section IV.G.

Action: Over to the meeting of 6/19/78.

MISCELLANEOUS:

3018-78 Request from departments to back-date requisitions:

T70059	3542 Curator II	4/3/78	Art Commission
T74124	1842 Management Assistant	3/13/78	Department of Public Health
T72307	7409 Electrical Transit Service Worker	2/26/78	Public Utilities Commission

Action: Approve as recommended by the committee.

MISCELLANEOUS: (continued)

3019-78 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral Authorization Numbers:	1110-1122	6534-6553
	1972-1978	0323-0394
	5336-5377	

Action: Approve.

RECRUITMENT AND EXAMINATIONS:

40225-78 Q2 Police Officer Special Reports.

Action: Sustain background disqualification of Ronald Timberlake.
(Vote of 4 to 1: Commissioner Sing dissents.)

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

JUNE 5, 1978 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

TERMINATIONS OF TEMPORARY APPOINTMENTS:

5340-78 Kang Chan, 2903 Eligibility Worker, 272/E-7, Department of Social Services, 4/28/78.

May 15, 1978 Over to the meeting of June 5, 1978.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5341-78 Kam Yuk Yu, 1424 Clerk Typist, 142/E-204, Department of Finance and Records, 5/15/78.

Action: Off calendar.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5342-78 Langston Duneghy, 7560 Field Conservation Aide, CETA, Recreation and Park Department, 4/21/78.

May 15, 1978 Over to the meeting of June 5, 1978.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5343-78 Edward Booker, 7560 Field Conservation Aide, CETA, Recreation and Park Department, 4/21/78.

May 15, 1978: Over to the meeting of June 5, 1978.

Action: Approve. Cancel all current examination and eligibility status. No future employment with the City and County of San Francisco.

5344-78 Albert D. Trumbo, Sr., 9910 Public Service Trainee, CETA, Public Utilities Commission, San Francisco Municipal Railway, 5/2/78.

May 15, 1978: Over to the meeting of June 5, 1978.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5345-78 Benjamin A. Sam, 9910 Public Service Trainee, CETA, Public Utilities Commission, San Francisco Municipal Railway, 3/28/78.

May 1, 1978: Over to the meeting of June 5, 1978.

Action: Over to the meeting of 6/19/78. (Vote of 4 to 1: Commissioner Tarantino dissents.)

TERMINATIONS OF LIMITED TENURE APPOINTMENTS: (continued)

5346-78 Daniel Young, 2708 Custodian, CETA, Recreation and Park Department, 5/5/78.

Action: Over to the meeting of 6/19/78.

5347-78 Jose Robles, 2997 Specialist I, CETA, Human Rights Commission, 5/26/78.

Action: Off calendar.

5348-78 Samuel S. Sylve, 7560 Field Conservation Aide, CETA, Department of Public Works, 4/21/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5349-78 Dennis E. Roque, 7560 Field Conservation Aide, CETA, Department of Public Works, 5/15/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5350-78 Curtis Walker, 7560 Field Conservation Aide, CETA, Recreation and Park Department, 5/19/78.

Action: Approve. No future employment with the City and County of San Francisco.

5351-78 Dolores Costello-Rhodes, 2423 EKG Technician, CETA, Department of Public Health, San Francisco General Hospital, 5/24/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

5352-78 Jose E. Martinez, 1630 Account Clerk, CETA, Adult Probation Department, 5/19/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5353-78 Rosalba Quintero, 2586 Health Worker II, CETA, Department of Public Health, Health Center #2, 5/12/78.

Action: Off calendar.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5354-78 Victor Ostrom, 1430 Transcriber Typist, 4/E-42, Department of Social Services, 5/5/78.

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5355-78 Ruth Ann Jensen, 1426 Senior Clerk Typist, 9/E-106, Department of Social Services, 5/12/78.

Action: Over to the meeting of 6/19/78.

5356-78 Frank Powers, 1932 Assistant Storekeeper, V4/E-2, San Francisco Community College District, 5/17/78.

Action: Over to the meeting of 6/19/78.

5357-78 Evelyn Joe, 1446 Senior Clerk Stenographer, 5/E-114, San Francisco Community College District, 5/12/78.

Action: Return name to list.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (promotive)

5358-78 George Wing, 1654 Principal Accountant, 20/P-5, Department of Public Works, 6/5/78.

Action: Approve. Reinstate to the position from which promoted - Class 4222 Senior Personal Property Auditor, Office of the Assessor.

5359-78 Lois Stevenson, 2910 Social Worker, 4/P-1, Department of Social Services, 5/12/78.

Action: Approve. Reinstate to the position from which promoted - Class 2903 Eligibility Worker, Department of Social Services.

5360-78 George Cooney, 2730 School Custodial Services Supervisor I, 4/P-3, San Francisco Unified School District, 5/22/78.

Action: Approve. Reinstate to the position from which promoted - Class 2718 Custodial Supervisor I, Department of Public Works.

5361-78 Fred Larson, 2730 School Custodial Service Supervisor I, 5/P-3, San Francisco Unified School District, 5/22/78.

Action: Grant Appeal. Reinstate to position of Class 2730 School Custodial Service Supervisor I, San Francisco Unified School District without back pay. (Vote 3 to 2: Commissioners Tarantino and Sing dissenting.)

RESIGNATIONS:

5362-78 Leo A. Wilson, 2736 Porter, 34/E-50, Department of Public Health, San Francisco General Hospital, 3/27/78.

Action: Approve. Not to be employed again by the Department of Public Health.

5363-78 Lionel Brown, 2736 Porter, 4/E-3, Department of Public Health, Central Office, Health Center #2, 5/15/78.

Action: Approve. Not to be employed again by the Department of Public Health.

APPEALS OF AUTOMATIC RESIGNATIONS:

5364-78 Elizabeth A. Tellez, 1424 Clerk Typist, 23/P-31, Department of Social Services, 4/26/78.

Action: Off calendar.

5365-78 Mary E. Jones, 2760 Laundry Worker, V1/E-2, Department of Public Health, San Francisco General Hospital/Medical Center, 5/3/78.

Action: Over to the meeting of 6/19/78.

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Calendar - Action Taken

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

JUNE 19, 1978 - 2:00 P.M.

Present: Commissioner Tarantino
Commissioner Alioto
Commissioner Salomon
Excused: Commissioner Powell
Commissioner Sing
Commissioner Tarantino presided.

MINUTES:

Regular meeting of June 5, 1978.

Action: Approve.

CLASSIFICATION AND PAY:

1219-78 Classification of one budgeted position at the San Francisco International Airport.

Action: Adopt staff report.

1. Establish new Class 9241 Airport Electrician Supervisor (J, Sch. 45.2 \$842B1018, 1824M2206).
2. Allocate one position enumerated as A101 Airport Electrician Foreman, (SC, J \$807B975) to the new class.
3. Amend Annual Salary Ordinance Section 725010F to reflect this action.

1302-78 Requests for Supervisory Differential Adjustments under the provisions of Section IV. (H) Salary Standardization Ordinance 1976-77.

June 5, 1978: Over to the meeting of June 19, 1978.

Action: Adopt staff report. Approve request for Supervisory Differential Adjustments, from various employees retroactive July 1, 1976, unless otherwise noted under the provisions of Section IV (H) Salary Standardization Ordinance, amend Annual Salary Ordinance 1976-77.

1309-78 Survey of one position in Class 1856 Assistant Control Supervisor, EDP in the Billing and Collections Division at San Francisco General Hospital/Medical Center.

Action: Adopt staff report.

1. Reallocate one position in Class 1856 Assistant Control Supervisor, EDP (1978-79 Sch. 33.2, \$480B578, 1040M1252) to Class 1858 Control Supervisor, EDP (1978-79 Sch. 35.7, \$539B650, 1168M1408). The Cost of \$156 per month at the fifth step will be offset by previous Commission action of April 17, 1978 in which reallocations in the Billing and Collections Division represented a savings of \$872 per month.
2. Amend Annual Salary Ordinance Section 557010 when this does not adversely affect the incumbent.

1316-78 Request for Supervisory Differential Adjustments regarding Salary Standardization Ordinance, Section IV.G.

June 5, 1978: Over to the meeting of June 19, 1978.

Action: Adopt staff report. Approve as indicated in the staff report.

CLASSIFICATION AND PAY: (continued)

1321-78 Request from the Adult Probation Department to utilize Class 9743 Staff Assistant I, Special Project for the Assistant to the Coordinator of the Courts Alternative Project.

Action: Adopt staff report. Approve utilization of Class 9734 Staff Assistant I, Special Project (\$519 BW) to upgrade an employee who will assist the Coordinator of the Courts Alternative Project in the direction and coordination of alternative sentencing components of the San Francisco Criminal Justice System.

1327-78 Renewal of Personal Services Contract between the Adult Probation Department and George Lazarus.

Action: Adopt staff report. Contract reviewed; Forward to Purchaser of Supplies.

1328-78 Review of two Personal Services Contracts between Raphael Siu-Chuen Choi and Fung Ping Ma and the Community Mental Health Services of the Department of Public Health.

Action: Adopt staff report. Contracts reviewed; Forward to Purchaser of Supplies. Authorize the General Manager, Personnel to extend contracts through the next fiscal year if required.

1330-78 Classification of a newly budgeted position in Class 1862 Systems and Procedures Analyst for the San Francisco Community College District.

Action: Off calendar.

1333-78 Request from the City Attorney to utilize the Staff Assistant Series.

Action: Adopt staff report. Approve the use of Class 9736 Staff Assistant II (\$596BW) to employ an individual to review and recommend revisions to the Administrative Code Provisions relating to the Retirement System.

1336-78 Request for Supervisory Differential Adjustment re Salary Standardization Ordinance, Section IV.G.

Action: Adopt staff report. Approve as indicated in the staff report.

1337-78 Request from various departments for the suspension of the provisions of Section 1.3 of the Annual Salary Ordinance in order to provide for overtime compensation for employees in Classes designated by the "Z" symbol.

Action: Adopt staff report as amended. Approve requests to suspend Section 1.3 of the Annual Salary Ordinance to provide for the payment of overtime compensation to employees in classifications designated.

At the request of the San Francisco Community College District, its request is severed and placed off calendar.

CLASSIFICATION AND PAY: (continued)

1339-78 Request from the Police Department to establish a new class of "Police Services Aide".

Action: Adopt staff report.

1. Establish new Class 8213 Police Services Aide (Sch. 35.3 J, \$529B638, 1151M1388) to maintain equal rates of pay for Class 8217 Station Officers and Class 8213 Police Services Aide. The department should be advised to submit a supplemental appropriation to adjust the 1978-79 budgeted rate for Police Services Aide. If the 1978-79 Salary Standardization Ordinance does not take effect, a supplemental appropriation will not be necessary.
2. Grant status rights to all permanent employees and eligibles in Class 8217 Station Officer 8302 Police Matron to Class 8213 Police Services Aide.
3. Grant immediate status to employees who have indicated that they will exercise their status rights to Class 8213 Police Services Aide.
4. Advise department to allocate positions in Class 8217 Station Officer as they are vacated to Class 8213 Police Services Aide.
5. The 1978-79 budget reflects this classification action by creating 33 positions in the new class of Police Services Aide and the abolishing of 32 positions in Class 8217 Station Officer and one position in Class 8302 Police Matron. This action represents no change in costs based on maintaining a salary rate equal to the old class of 8217 Station Officer.
6. Authorize future amendments to Annual Salary Ordinance to reflect reallocations of Station Officer positions and Police Matron positions to Class 8213 Police Services Aide. Incumbents may exercise status rights now and at a future date.

1340-78 Retitling and amendment to the specification for Class 1131 Assistant Bureau Chief, Finance and Records.

Action: Adopt staff report.

1. Retitle and amend the specification for Class 1131 from Assistant Bureau Chief, Finance and Records to Assistant Public Administrator-Public Guardian. These amendments result in no change in costs.
2. Amend Section 243010 of the Annual Salary Ordinance accordingly.

1341-78 Request from the Department of City Planning to utilize the Staff Assistant. Special Project Series to hire four Specialists for the Office of Environmental Review.

Action: Adopt staff report. Approve utilization of Staff Assistant classification for the employment of Environmental Review Specialists for a one year catch-up program as follows:

1. 1 - 9742 Staff Assistant V (\$830BW) to serve as Assistant to the Environmental Review Officer.

1 - 9740 Staff Assistant IV (\$720BW) to serve as Environmental Review Specialist responsible for difficult Environment review cases requiring Scientific Analysis.

1 - 9738 Staff Assistant III (\$625BW) to serve as an Environmental Review Specialist to assist in the review of routine cases requiring Scientific Analysis.

1 - 9736 Staff Assistant II (\$544BW) to serve as a Technical Editor for the translation Environmental impact reports into lay terminology.
2. Allow the City Planning Department to waive the residence requirement for potential employees only if there is an insufficient number of qualified applicants who have lived in San Francisco for one year.
3. Conduct a thorough classification review if positions become permanently budgeted.

IN-SERVICE ACTIVITIES:

2293-78 Request for appointment above the entrance rate for employee in Class 9194 Transit Schedule Analyst, San Francisco Municipal Railway.

June 5, 1978: Over to the meeting of June 19, 1978.

Action: Adopt staff report. Approve the permanent appointment of Seth Green at Step 5 in the compensation schedule established for Class 9194 Transit Schedule Analyst pending the Controller's certification that funds are available.

2295-78 Appeal of staff denial of request to deem promotive the permanent appointment of Banaag S. Novicio in Class 1426 Senior Clerk Typist from Class 4320 Cashier I.

June 5, 1978: Over to the meeting of June 19, 1978.

Action: Adopt staff report. Deny appeal of Banaag S. Novicio.

2298-78 Appeal of staff denial of request for assault pay for employee in Class 9163 Transit Operator, Municipal Railway.

Action: Adopt staff report. Deny appeal of Carl J. Smith.

2300-78 Request for appointment above the entrance rate for two employees in Class 9116 Senior Fare Collection Receiver, San Francisco Municipal Railway.

June 5, 1978: Over to the meeting of June 19, 1978.

Action: Adopt staff report. Approve the permanent appointments of Rex Esquerra and Rafael C. Tempongko at Step 2 in the compensation schedule established for Class 9116 Senior Fare Collections Receiver pending the Controller's certification that funds are available.

IN-SERVICE ACTIVITIES (continued)

- 2307-78 Request for appointment above the entrance rate for employee in Class 2524 Coroner's Estate Investigator.
- Action: Adopt staff report. Approve the permanent appointment of Mrs. Roy E. Matson at Step 5 in the compensation schedule established for Class 2524 Coroner's Estate Investigator pending the Controller's certification that funds are available.
- 2312-78 Request for appointment above the entrance rate for employee in Class 2230 Physician Specialist Community Mental Health Services.
- June 5, 1978: Over to the meeting of June 19, 1978.
- Action: Adopt staff report. Approve the exempt appointment of Thomas R. Powers, M.D. at Step 4 in the compensation schedule established for Class 2230 Physician Specialist pending the Controller's certification that funds are available.
- 2320-78 From the City Attorney: Decision of the Court of Appeal in the matter of Civil Service Association, Local 400, etc., et al. versus the City and County of San Francisco, et al. Superior Court No. 685-177.
- June 5, 1978: Off calendar.
- Action: Do not appeal the decision of the Court of Appeal as recommended by the City Attorney.
- 2336-78 Special Report: Review of non-civil service employment record of Theris Coats, Class 2615 School Lunchroom Helper.
- Action: Adopt staff report. Cancel all current examination and eligibility status. No future employment with the City and County of San Francisco.
- 2344-78 Designated Bilingual positions for Fiscal Year 1978-79.
- Action: Deny staff report. Disapprove request for designated bilingual positions.
- 2349-78 Request for appointment above the entrance rate for employee in Class 1452 Stenographic Secretary, Employee's Retirement System.
- Action: Off calendar at the request of the Retirement System.
- 2363-78 Request from the Mayor's Office of Employment and Training for exception to the order of Lay-Off.
- Action: Approve.

MISCELLANEOUS:

- 3020-78 From the heads of various departments requesting authorization to make non-civil service appointments:
- | | | |
|-----------------------------|-----------|-----------|
| Oral Authorization Numbers: | 1123-1124 | 6554-6565 |
| | 1979 | 0395-0415 |
| | 5378-5412 | |
- Action: Approve.

MISCELLANEOUS: (continued)

3021-78 Request from departments to back-date requisitions:

T-72477	9740 Staff Assistant IV	4/3/78	Municipal Railway
T-72478	9740 Staff Assistant IV	5/8/78	Municipal Railway
P-6437	2903 Eligibility Worker	6/6/78	Social Services

Action: Approve as recommended by the committee.

RECRUITMENT AND EXAMINATIONS:

40118-78 Decision on protests concerning Class 8440 Probation Officer oral examination.

April 17, 1978: Over to the meeting of May 1, 1978.

May 1, 1978: Over to the meeting of May 15, 1978.

- May 15, 1978:
1. Deny all appeals except appeals based on allegation that proposed questions to be used in the examination were released in advance.
 2. Appeals based on alleged release of proposed questions in advance under submission. Commissioner Salomon and Commissioner Sing appointed a committee to review tapes of all interviews.

Action: Deny all appeals.

40237-78 Selection and adoption of numerical listing of third alternative for breaking ties scores, exclusive of uniformed classifications, for fiscal year 1978-79.

Action: New numerical listing of third alternative for breaking tie scores, exclusive of uniformed classifications, for fiscal year 1978-79, as follows: #1-2; #2-8; #3-4; #4-3; #5-6; #6-0; #7-1; #8-9; #9-5; #10-7.

40225-78 Q2 Police Officer Special Reports.

No business.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

JUNE 19, 1978 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

TERMINATIONS OF TEMPORARY APPOINTMENTS:

5366-78 Pacifico D. Comia, 2709 School Custodian, 159.1/E-54, San Francisco Unified School District, 5/30/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service.

5367-78 David Frank, 2709 School Custodian, 47/E-53, San Francisco Unified School District, 6/6/78.

Action: (In executive session). Approve. No future employment with the City and County of San Francisco.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5368-78 Joseph S. Kerlegan, 9910 Public Service Trainee, CETA, Public Utilities Commission, San Francisco Municipal Railway, 5/30/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service.

5369-78 Daniel Young, 2708 Custodian, CETA, Recreation and Park Department, 5/5/78.

June 5, 1978: Over to the meeting of June 19, 1978.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service.

5370-78 Benjamin A. Sam, 9910 Public Service Trainee, CETA, Public Utilities Commission, San Francisco Municipal Railway, 3/28/78.

May 1, 1978: Over to the meeting of June 5, 1978.

June 5, 1978: Over to the meeting of June 19, 1978.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service. Not to be employed by the Public Utilities Commission again.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5371-78 Ruth Ann Jensen, 1426 Senior Clerk Typist, 9/E-106, Department of Social Services, 5/12/78.

June 5, 1978: Over to the meeting of June 19, 1978.

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service. Not to be employed by the Department of Social Services again.

5372-78 Frank Powers, 1932 Assistant Storekeeper, V4/E-2, San Francisco Community College District, 5/17/78.

June 5, 1978: Over to the meeting of June 19, 1978.

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service.

5373-78 Alastair Roberts, 2312 Licensed Vocational Nurse, 28/E-71, Department of Public Health, San Francisco General Hospital, 6/6/78.

Action: Dismiss from the Service. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service.

TERMINATION OF PROBATIONARY APPOINTMENT: (Promotive)

5374-78 Richard Hoss, 1844 Senior Management Assistant, V15/P-5, Police Department, 5/31/78.

Action: Reinstate to the position from which promoted in Class 1842 Management Assistant, Police Department.

RESIGNATIONS:

5375-78 Donald J. Mills, 7560 Field Conservation Aide, LT, Department of Public Works, 5/18/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service.

5376-78 Alexander Charoni, 9163 Transit Operator, 253/E-107, Public Utilities Commission, San Francisco Municipal Railway, 5/8/78.

Action: Over to the meeting of July 6, 1978.

APPEAL OF AUTOMATIC RESIGNATION:

5377-78 Mary Jones, 2760 Laundry Worker, V1/E-2, Department of Public Health,
San Francisco General Hospital, 5/3/78.

June 5, 1978: Over to the meeting of June 19, 1978.

Action: Approve automatic resignation. Return name to list under waiver
of certification until medically cleared by the Civil Service
Commission Medical Examiner.

Calendar - Action Item

SAN FRANCISCO CIVIL SERVICE COMMISSION

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JOSEPH C. TARANTINO
LILLIAN K. SING
FRANK N. ALIOTO
GENEVIEVE POWELL
DARRELL J. SALOMON

President
Vice President
Commissioner
Commissioner
Commissioner

SPECIAL MEETING

/// JUNE 29, 1978
Room 2B - City Hall
9:30 A.M.

JUL 19 1978

Present: Commissioner Tarantino
Commissioner Sing
Commissioner Alioto
Commissioner Powell
Commissioner Salomon
Commissioner Tarantino presided.

DOCUMENTS DEPT.
S.F. PUBLIC LIBRARY

SPECIAL ORDER OF BUSINESS:

Commissioner Lillian Sing announced that if procedures and Rules permitted she would rescind her vote of the Special Meeting of June 15, 1978 in which she approved the passage of Proposed Amendments to Civil Service Commission Rule 32.

IN-SERVICE ACTIVITIES:

2376-78 Proposed Amendment to Civil Service Commission Rule 32, Section 32.08 (a).

Action: Adopt. (Vote of 3 to 2: Commissioners Salomon and Sing dissent)

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

JULY 6, 1978 - 2:00 P.M.

Present: Commissioner Tarantino
Commissioner Sing
Commissioner Alioto
Commissioner Powell
Commissioner Salomon excused.
Commissioner Tarantino presided.

JUL 14 1978

DOCUMENTS DEPT.
S.F. PUBLIC LIBRARY

MINUTES:

Regular meeting of June 19, 1978.

Action: Approve.

CLASSIFICATION AND PAY:

1248-78 Request to retitle and amend class specifications for nine Management Classifications in the S.F. Municipal Railway.

Action: Adopt staff report. Retitle and amend class specification for nine Municipal Railway classifications by revising the name "Municipal Transit System" to "Municipal Railway".

1320-78 Amendment to class specification for Class 2478 Senior Sewage Treatment Chemist.

Action: Adopt staff report. Amend specification for Class 2478 Senior Sewage Treatment Chemist to provide for appropriate grade level certification required by State Water Resources Control Board under the provisions of the California Administrative Code.

1329-78 Survey of three vacant positions in the Office of the Tax Collector, Department of Finance and Records.

Action: Adopt staff report.

1. Reallocate three vacant positions in the Office of the Tax Collector, Department of Finance and Records as follows:
 - a. 1-4338 License Bureau Supervisor (Sch. 38.8 \$622B752, 1353M1636) to 1-1844 Senior Management Assistant (Sch. 37.9 \$596B721, 1296M1568).
 - b. 1-4348 Delinquent Revenue Supervisor (Sch. 39.1 \$631B762, 1372M1657) to 1-1844 Senior Management Assistant (Sch. 37.9 \$596B721, 1296M1568).
 - c. 1-4346 Delinquent Revenue Assistant Supervisor (Sch. 33.1 \$477B575, 1037M1251) to 1-1842 Management Assistant (Sch. 34.9 \$519B625, 1129M1359).

These three reallocations result in a total savings of \$49 per month at the fifth step of each class using 1977-78 rates.

2. Abolish classes 4338 License Bureau Supervisor; 4346 Delinquent Revenue Assistant Supervisor and 4348 Delinquent Revenue Supervisor.

CLASSIFICATION AND PAY: (continued)

- 1329-78 (Con't) 3. Amend Annual Salary Ordinance Section 261010 and 261011 to reflect this action.
4. Advise department to submit a supplemental appropriation.
- 1345-78 Renewal of Personal Services Contract between the San Francisco Municipal Court and Beatrice Hoffman.
- Action: Adopt staff report. Contract reviewed; forward to Purchaser of supplies.
- 1346-78 Classification of one new position, Department of Public Health, Central Office.
- Action: Adopt staff report.
1. Allocate one new position to Class 2248 Assistant Director, Clinical Services II (Sch. 50.1 \$1026B1285, 2310M2795) 1977-78 rates.
 2. Abolish one vacant position in Class 2250 Director of Clinical Services (Sch. 54.8 \$1329B1611, 2891M3504) 1977-78 rates.
 3. Amend Section 515010 of the Annual Salary Ordinance accordingly.
- 1354-78 Request from the Controller for the continuance of Civil Service Commission approval for the use of Electronic Data Processing Special Project Classes.
- Action: Adopt staff report.
1. Authorize the Director, Systems and Data Processing to continue the use of the following exempt civil service classifications through June 30, 1979 under Charter Section 8.300 (a) (5):
 - 1861 Systems and Procedures Analyst, Special Project
 - 1863 Senior Systems and Procedures Analyst, Special Project
 - 1865 Systems and Procedures Supervisor, Special Project
 - 1879 Project Manager, Special Project
 2. Any future request for Special Project new employments will be subject to the guidelines detailed in the staff report.
- 1359-78 Reconsideration of Civil Service Commission Action of April 3, 1978 - Staff Report No. 1191-78: Survey of one position in Class 5296 School Facilities Planner in the San Francisco Unified School District.
- Action: Over to the meeting of July 17, 1978.
- Staff Report No. 1197-78: Request to survey one position in Class 1856 Assistant Control Supervisor, EDP, San Francisco Unified School District.
- Action: Over to the meeting of July 17, 1978.

IN-SERVICE ACTIVITIES:

- 2289-78 Request of employee for Civil Service Commission approval to allow employee to serve on the Commission on the Status of Women.
- Action: Adopt staff report. Approve request of Peoria Lewis to serve on the Commission on the Status of Women while employed as a Stenographic Aide for the Board of Supervisors.

IN-SERVICE ACTIVITIES: (continued)

2305-78 Reconsideration of Civil Service Commission action of May 1, 1978: Staff Report No. 2192-78 - Appeal of staff denial of request for appointment above the entrance rate for two employees in Class 7347 Plumber, Port of San Francisco.

Action: Over to the meeting of July 17, 1978.

2337-78 Temporary appointment of Juanita Ruiz in Class 1727 Data Entry Supervisor, Office of the Controller.

Action: Adopt staff report. Allow Juanita Ruiz to complete probation in Class 1853 Control Clerk while serving under temporary appointment in Class 1727 Data Entry Supervisor.

2351-78 Special Report: Review of the Non-Civil Service Work Record of Richard Dennis, Class 2425 Radiologic Technician I.

Action: Adopt staff report. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

2368-78 Temporary appointment of Lurie Dickman in Class 2322 Head Nurse, Department of Public Health.

Action: Adopt staff report. Allow Laurie Dickman to complete probation in Class 2320 Registered Nurse while serving under temporary appointment in Class 2322 Head Nurse.

2369-78 Temporary appointment of Judith A. Gordon in Class 2322 Head Nurse, Department of Public Health.

Action: Adopt staff report. Allow Judith A. Gordon to complete probation in Class 2320 Registered Nurse while serving under temporary appointment in Class 2322 Head Nurse.

2377-78 Appeal of denial of leave of absence by the Registrar of Voters for employee to continue working under temporary appointment in Class 1652 Senior Accountant.

Action: Adopt staff report. Approve request of Egmidio B. Violanta.

2379-78 Appointment of permanent employees in Class 8321 Counselor, Boys Ranch School to Class 8320 Counselor, Juvenile Hall.

Action: Adopt staff report.

1. Under Civil Service Rule 32.09(b) order that the provisions of Rule 32 apply to appointees in Class 8321 Counselor, Boys Ranch School;
2. Under Civil Service Rule 32.09(a) (3) deem Class 8320 Counselor, Juvenile Hall, as a classification similarly related to Class 8321 Counselor, Boys Ranch School;
3. Allow permanent appointment in Class 8320 Counselor, Juvenile Hall, of any current or future laid-off employees in Class 8321 Counselor, Boys Ranch School, provided such appointments may not adversely affect permanent incumbents in Class 8320 Counselor, Juvenile Hall. (Vote of 3 to 1: Commissioner Sing dissents.)

IN-SERVICE ACTIVITIES: (continued)

ADDENDUM

2388-78 Request from the Mayor's Office of Employment and Training for Exception to Order of Lay-Off.

Action: Approve Exception to Order of Lay-Off for the Special Project CETA participants designated in the request as authorized by Civil Service Commission Rule 32, Section 32.05(a).

MISCELLANEOUS:

3022-78 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral Authorization Numbers: 1125-1126 6566-6569
1980-1982 0416-0434
5413-5422

RECRUITMENT AND EXAMINATIONS:

40088-78 Protest on administration of examinations for Classes 8322 Senior Counselor, Juvenile Hall, 8324 Supervising Counselor, Juvenile Court and 8326 Assistant Director, Boys Ranch School.

April 17, 1978: 1. Protests on key answers: #135 - amend key, correct answer is #4; deny appeals on items #2 and #220.

2. Other appeals over to the meeting of May 1, 1978.

May 1, 1978: Off calendar.

Action: Adopt staff report as amended.

1. Revise written examination weight to a qualifying basis. Allocate all 900 examination points to the Qualifications Appraisal part of each examination.

2. Cancel examination for Class 8326 Assistant Director, Boys Ranch School.

40243-78 Appeal of staff denial on unsatisfactory rating given to Ms. Delores A. Glynn.

Action: Over to the meeting of July 17, 1978.

40225-78 Q2 Police Officers Special Reports.

No business.

CIVIL SERVICE COMMISSISON OF SAN FRANCISCO

REGULAR MEETING - PART II

JULY 6, 1978 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5378-78 Arthur L. Bourgue, 9910 Public Service Trainee, CETA, Public Utilities Commission, San Francisco Municipal Railway, 6/20/78.

Action: Over to the meeting of July 17, 1978.

5379-78 Daniel Frias, 8207 Building and Grounds Patrolman, CETA, Public Utilities Commission, San Francisco Municipal Railway, 6/12/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5380-78 Raymond Mitchell, 7560 Field Conservation Aide, CETA, Department of Public Works, 6/2/78.

Action: Over to the meeting of July 17, 1978.

5381-78 Ricardo Penalver, 9910 Public Service Trainee, CETA, Department of Public Health, San Francisco General Hospital, 6/4/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5382-78 Dee E. Schucker, 2586 Health Worker II, CETA, Department of Public Health, Central Office, 6/23/78.

Action: Over to the meeting of July 17, 1978.

TERMINATION OF PROBATIONARY APPOINTMENT: (promotive)

5383-78 Anthony Antonucci, 1632 Senior Account Clerk, 51/P-6, Purchasing Department, 6/21/78.

Action: Reinstate to the position from which promoted: Class 1630 Account Clerk, Department of Public Health, Laguna Honda Hospital.

RESIGNATION:

5384-78 Alexander Charoni, 9163 Transit Operator, 253/E-107, Public Utilities Commission, San Francisco Municipal Railway, 5/8/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

APPEALS OF AUTOMATIC RESIGNATIONS:

5385-78 John C. Slater, 9163 Transit Operator, V18/E-109, Public Utilities Commission, San Francisco Municipal Railway, 6/8/78.

Action: Deny appeal. Approve Automatic Resignation.

5386-78 Reconsideration of Civil Service Commission action of May 15, 1978: Michael Buck, 9163 Transit Operator, 104/E-112, Public Utilities Commission, San Francisco Municipal Railway, 4/14/78.

Action: Over to the meeting of August 7, 1978.

TERMINATION OF PROBATIONARY APPOINTMENT: (entrance)

5387-78 Reconsideration of Civil Service Commission action of March 6, 1978: Willie Burnett, 2736 Porter, 93/E-51, Department of Public Health, Laguna Honda Hospital, 1/27/78.

February 6, 1978: Return name to list. Not to be employed again at the Laguna Honda Hospital. One more chance to establish a satisfactory work record.

March 6, 1978: 1. Rescind action of February 6, 1978.
2. Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

Action: Sustain action of March 6, 1978.

Calendar - July 17, 1978
CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

JULY 17, 1978 - 2:00 P.M.

Present: Commissioner Tarantino
Commissioner Sing
Commissioner Alioto
Commissioner Powell
Commissioner Salomon

Commissioner Tarantino presided.

Commissioner Salomon excused after Item No. 2305-78.

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IN-SERVICE ACTIVITIES:

2344-78 Reconsideration of Civil Service Commission action of June 19, 1978:
Designated bilingual positions, Fiscal Year 1978-79.

June 19, 1978: Deny staff report.

Action: Over to the meeting of August 7, 1978. Refer to staff for the preparation of a new report detailing the need for and exact location of each position requested. The Commission further directed that the definition of "designated bilingual positions" be clarified and that the precise effect of approving positions as such be detailed.

2241-78 Reconsideration of Civil Service Commission action of May 1, 1978:
Request for appointment above the entrance rate for two employees in Class 1826 Associate Budget Analyst.

May 1, 1978: Deny staff report as amended. Disapprove the permanent appointments of William Courtright and Phil Arnold.

Action: Over to the meeting of August 7, 1978.

2305-78 Reconsideration of Civil Service Commission action of May 1, 1978:
Staff Report No. 2192-78 - Appeal of staff denial of request for appointment above the entrance rate for two employees in Class 7347 Plumber, Port of San Francisco.

May 1, 1978: Deny staff report. Grant appeals of Gerald T. Lyons and Gary F. Tensfeldt. Approve appointment at Step 5 in the compensation schedule established for Class 7347 Plumber. This action effective May 1, 1978 (Vote of 2 to 1: Commissioner Alioto dissents: Commissioner Sing momentarily excused).

Action: Sustain action of May 1, 1978. (Commissioner Alioto dissents; Commissioner Sing abstains with the consent of the other Commissioners.)

2343-78 Appeal of staff denial of request for appointment above the entrance rate for employee in Class 1940 Stores and Equipment Supervisor, Purchasing Department.

Action: Adopt staff report. Deny appeal of Harry Gheno. (Vote of 2 to 2: Commissioner Powell and Alioto dissent; Commissioner Salomon excused.)

IN-SERVICE ACTIVITIES: (continued)

ADDENDUM

2348-78 Charter amendment to provide that members of all boards and commissions who are appointed by the Mayor shall serve at the pleasure of the Mayor, notwithstanding any Charter provisions to the contrary.

Action: Notify the Board of Supervisors that the Civil Service Commission strongly opposes this proposed Charter amendment. (Vote of 3 to 1: Commissioner Sing dissents.)

2376-78 Proposed amendment to Civil Service Commission Rule 32, Section 32.08(a) by adding classes to Appendix A of the Civil Service Commission Rules.

Action: Over to the meeting of August 7, 1978.

2396-78 Request for appointment above the entrance rate for employee in Class 7388 Utility Plumber, San Francisco Water Department.

Action: Adopt staff report. Approve the permanent appointment of Wade Gunn at Step 5 in the compensation schedule established for Class 7388 Utility Plumber pending the Controller's certification that funds are available.

2401-78 Appointment of permanent employee laid off in Class 7392 Window Cleaner.

Action: Adopt staff report. Approve the appointment of Billie H. Caldwell to a permanent position in Class 2716 Custodial Assistant Supervisor under the provision of Section 32.09(b) of the Civil Service Commission Rules.

2402-78 Request from the Mayor's Office of Employment and Training for Exception to Order of Lay-Off.

Action: Approve Exception to Order of Lay-Off for the Special Project CETA participants designated in the request as authorized by Civil Service Commission Rule 32, Section 32.05(a).

CLASSIFICATION AND PAY:

1359-78 Reconsideration of Civil Service Commission Action of April 3, 1978 - Staff Report No. 1191-78: Survey of one position in Class 5296 School Facilities Planner in the San Francisco Unified School District.

July 6, 1978: Over to the meeting of July 17, 1978.

Action: Off calendar (at the request of the San Francisco Unified School District).

Staff Report 1197-78: Request to survey one position in Class 1856 Assistant Control Supervisor, EDP, San Francisco Unified School District.

July 6, 1978: Over to the meeting of July 17, 1978.

Action: Adopt staff report.

1. Reclassify one position in Class 1856 Assistant Control Supervisor, EDP (Sch. 32.5 \$465B560, 1011M1218) to Class 1858 Control Supervisor, EDP (Sch. 35.0 \$521B628, 1133M1366). This represents a cost increase of \$148 per month at the fifth step.

CLASSIFICATION AND PAY: (continued)

(Con't)
1359-78

2. Advise the San Francisco Unified School District to amend their Annual Salary Resolution when this does not adversely affect the incumbent.

1374-78 Request from the Director of Public Works to utilize a class in the Staff Assistant, Special Project series to serve as Chief of Project Managers for the Wastewater Program.

Action: Adopt staff report as amended. Approve utilization of Class 9752 Staff Assistant X, Special Project for the Wastewater Program for a one-year period.

MISCELLANEOUS:

3023-78 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral Authorization Numbers:	0435 - 0446	4000 - 4131	6000 - 6007
	2000	5423 - 5425	6500 - 6502
	2002 - 2033	5800 - 5811	8000 - 8034

Action: Approve.

RECRUITMENT AND EXAMINATIONS:

40243-78 Appeal of staff denial on unsatisfactory rating given to Delores A. Glynn.
July 6, 1978: Over to the meeting of July 17, 1978.
Action: Over to the meeting of August 7, 1978.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

JULY 17, 1978 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

TERMINATION OF TEMPORARY APPOINTMENT:

5388-78 Michael Saulsbury, 2709 School Custodian, 134/E-52, San Francisco Community College District, 6/28/78.

Action: Over to the meeting of August 7, 1978.

TERMINATION OF LIMITED TENURE APPOINTMENTS:

5389-78 Erlinda Mercado, 1424 Clerk Typist, CETA, Office of the District Attorney, 6/23/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5390-78 Reconsideration of Civil Service Commission action of June 5, 1978: Edward Booker, 7560 Field Conservation Aide, CETA, Recreation and Park Department, 4/21/78.

June 5, 1978: Approve. Cancel all current examination and eligibility status. No future employment with the City and County of San Francisco.

Action: 1. Rescind action of June 5, 1978.
2. Refer to the Mayor's Office of Employment and Training for other employment under CETA.
3. Not to be employed again at the Recreation and Park Department.

5391-78 Darrell Freigia, 3284 Recreation Director, LT, Recreation and Park Department, 6/29/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5392-78 Vesta Cason, 3302 Vendor, Permanent Limited Tenure, Recreation and Park Department, 6/12/78.

Action: Over to the first meeting in September.

5393-78 Samuel Salazar, 7560 Field Conservation Aide, CETA, Department of Public Works, 6/15/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

TERMINATION OF LIMITED TENURE APPOINTMENTS:

5394-78 Raymond Mitchell, 7560 Field Conservation Aide, CETA, Department of Public Works, 6/2/78.

July 6, 1978: Over to the meeting of July 17, 1978.

Action: Over to the meeting of August 7, 1978.

5395-78 Arthur Bourque, 9910 Public Service Trainee, CETA, Public Utilities Commission, San Francisco Municipal Railway, 6/20/78.

July 6, 1978: Over to the meeting of July 17, 1978.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5396-78 Dee Schucker, 2586 Health Worker II, CETA, Department of Public Health, Central Office, 6/23/78.

July 6, 1978: Over to the meeting of July 17, 1978.

Action: Approve. Refer to the Mayor's Office of Employment and Training for other employment under CETA. Not to be employed again by the Department of Public Health.

5397-78 Nina Spitzer, 2320 Registered Nurse, TLT, Department of Public Health, San Francisco General Hospital, 7/14/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5398-78 Rudy Varela, 2586 Health Worker II, CETA, Department of Public Health, San Francisco General Hospital, 7/7/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT:

5399-78 Anthony Abraham, 9163 Transit Operator, 449/E-112, Public Utilities Commission, San Francisco Municipal Railwya, 6/23/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

RESIGNATIONS:

5400-78 Loretta Ibarra, 1424 Clerk Typist, TLT, Department of Public Health, Central Office, 6/19/78.

Action: Approve.

RESIGNATIONS: (continued)

5401-78 Ofelia Isleta, 2320 Registered Nurse, 9/E-284, Department of Public Health, San Francisco General Hospital, 6/1/78.

Action: Approve.

5402-78 Katherine Allen, 2320 Registered Nurse, 4/E-446, Department of Public Health, San Francisco General Hospital, 5/13/78.

Action: Off calendar. Department to amend resignation to services satisfactory.

5403-78 Charles Compton, 2305 Psychiatric Technician, 19/E-2, Department of Public Health, San Francisco General Hospital, 6/9/78.

Action: Approve.

5404-78 Susan George, 2312 Licensed Vocational Nurse, 12/E-70, Department of Public Health, 5/3/78.

Action: Approve.

APPEALS OF AUTOMATIC RESIGNATION:

5405-78 Michael Corry, 7311 Cement Mason, V-6/E-9, Department of Public Works, 6/22/78.

Action: Over to the meeting of August 7, 1978.

5406-78 Reconsideration of Civil Service Commission action of October 18, 1976:

Earl Powell, 9163 Transit Operator, 67/E-103, Public Utilities Commission, San Francisco Municipal Railway, 9/24/76.

October 18, 1976: Approve.

Action: Reinstate to a position in Class 9163 Transit Operator, Public Utilities Commission, when medically cleared by the Civil Service Commission Medical Examiner after he has had an opportunity to review an evaluation, at Mr. Powell's expense, by a recognized psychiatrist selected by the Medical Examiner.

5407-78 Morton Greenberger, 2450 Pharmacist, V-4/E-6, Department of Public Health, Central Office, 6/28/78.

Action: Over to the meeting of August 7, 1978.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING -PART I

AUGUST 7, 1978 - 2:00 P.M.

Present: Commissioner Tarantino
Commissioner Sing
Commissioner Alioto
Commissioner Powell
Excused: Commissioner Salomon.
Commissioner Tarantino presided.

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IN-SERVICE ACTIVITIES:

2344-78 Reconsideration of Civil Service Commission action of June 19, 1978:
Designated bilingual positions, Fiscal Year 1978-79.

June 19, 1978: Deny staff report.

July 17, 1978: Over to the meeting of August 7, 1978. Refer to staff for the preparation of a new report detailing the need for and exact location of each position requested. The Commission further directed that the definition of "designated bilingual positions" be clarified and that the precise effect of approving positions as such be detailed.

Action: Adopt staff report. Approve recommendations designated in report.
(Vote of 3 to 1: Commissioner Alioto dissents.)

2241-78 Reconsideration of Civil Service Commission action of May 1, 1978:
Request for appointment above the entrance rate for two employees in Class 1826 Associate Budget Analyst.

Action: Over to the meeting of August 21, 1978.

2359-78 Appeal of medical rejection from Stuart I. Blumstein for Class 2528
Medical Steward.

Action: Over to the meeting of August 21, 1978.

2376-78 Proposed amendment to Civil Service Commission Rule 32, Section 32.08 (a)
by adding classes to Appendix A of the Civil Service Commission Rules.

Action: Off calendar pending receipt of City Attorney's opinion.

2378-78 Appeal of denial of request for leave of absence by employee in Sheriff's
Office.

Action: Adopt staff report and grant leave of absence to Rickey L. Terrell.

2384-78 Request for reconsideration of staff denial of request for reappointment
to Class 4322 Cashier III.

Action: Adopt staff report. Deny appeal of Alexander Jefimoff.

IN-SERVICE ACTIVITIES: (continued)

2405-78 Request from the Mayor's Office of Employment and Training for Exception to Order of Lay-Off.

Action: Approve Exception to Order of Lay-Off for the Special Project CETA participants designated in the request as authorized by Civil Service Commission Rule 32, Section 32.05 (a).

2416-78 Appeal of denial of leave of absence to accept another City and County position.

Action: Adopt staff report. Grant appeal of Eugenia P. Mouton.

2426-78 Civil Service Personnel Department reply to the Bureau of the Budget's report relating to the Salary Standardization procedure for 1978-79.

Action: Adopt staff report. Authorize the General Manager, Personnel to meet with concerned parties relative to proposed revisions to Charter Section 8.407.

2427-78 Charter amendment adding Section 8.321-1 relating to required Civil Service examinations for Temporary, Limited Tenure and CETA employees within specified periods of time.

Action: Adopt staff report.

2438-78 Request from the Mayor's Office of Employment and Training for Exception to Order of Lay-Off.

Action: Approve Exception to Order of Lay-Off for the Special Project CETA participants designated in the request as authorized by Civil Service Commission Rule 32, Section 32.05 (a).

CLASSIFICATION AND PAY:

1326-78 Establishment of a new classification and classification of three newly budgeted positions (1978-79 Budget) in the Office of the County Clerk.

Action: Adopt staff report.

1. Establish new Class 8115 Assistant Supervising Court Clerk (J, Sch. 36.6 \$562B677, 1222M1472).
2. Classify three newly budgeted positions in Class 8115 Assistant Supervising Court Clerk and delete three positions enumerated in the budget as A101 Assistant Supervising Court Clerk (J, Sch. 37.6 \$589B710). (Based on the maximum step, classification at the above rate of pay instead of the budgeted rate will result in a salary savings of \$216 per month. This reduced salary complies with the Mayor's proclamation of emergency.)
3. Amend Section 225010 of the Annual Salary Ordinance.
4. Advise the department to submit a supplemental appropriation to adjust their budget.

1331-78 Request from the Director of Airports to utilize a Class in the Staff Assistant Series to employ an Airport Planner-Scheduler.

Action: Adopt staff report. Approve the use of Class 9744 Staff Assistant VI (\$957BW) to employ an individual to coordinate a modernization and replacement program at the San Francisco International Airport.

CLASSIFICATION AND PAY: (continued)

- 1342-78 Request from the District Attorney to utilize the Staff Assistant Series to staff a Small Claims Court Education Project.

Action: Adopt staff report. Approve utilization of Class 9736 Staff Assistant II (\$544BW) for a one-year period to employ a project director to plan, develop and administer a Small Claims Education Project. (This action in comparison with the department's original request will result in a salary savings of \$176 per month.

- 1389-78 Request to classify one newly budgeted position (1978-79 Budget) in the Department of Public Works, Bureau of Building Inspection.

Action: Adopt staff report.

1. Allocate one new position to Class 5256 Mechanical Engineer (Sch. 45.9 \$870B1052, 1892M2288) as requested.
2. Amend Salary Ordinance Section 415010 to remove the symbol "SC".

- 1391-78 Renewal of Personal Services Contract between San Francisco General Hospital/Medical Center, Department of Public Health and the Professional Nurses Bureau.

Action: Contract reviewed; forward to Purchaser of Supplies.

- 1392-78 Reclassification of one vacant position in the Staff Assistant, Special Project series for the Citizen Safety Project, San Francisco Police Department.

Action: Adopt staff report. Allow the upgrading of the vacant position in Class 9736 Staff Assistant II, Special Project (\$544BW) to Class 9738 Staff Assistant III, Special Project (\$625BW) for the position of Field Coordinator, Citizen Safety Project, San Francisco Police Department.

- 1393-78 Request of Edward J. Nevin, Attorney at Law, with respect to salary setting procedures for Municipal Railway Supervisory Employees.

Action: Over to the meeting of October 2, 1978.

- 1394-78 Request from the Department of Public Health, Community Mental Health Services to utilize a position in the Staff Assistant Special Project series to hire a coordinator for a new program of community alternatives to State hospital services.

Action: Adopt staff report as amended. Approve utilization of Class 9742 Staff Assistant V, Special Project (\$830 BW) to employ a deinstitutionalization coordinator for Community Mental Health Services for a two-year period. Sever from the report any provision for waiving the San Francisco residency

- 1398-78 Request from the Controller's Office for the suspension of the provisions of Section 1.3 of the Annual Salary Ordinance for 1978-79 in order to provide for overtime compensation for employees in Classes designated by the "z" symbol.

Action: Adopt staff report. Approve request to suspend Section 1.3 of the Annual Salary Ordinance to provide for the payment of overtime compensation to employees in Classifications designated, subject to the eliminations of the 1978-79 budget.

CLASSIFICATION AND PAY: (continued)

1399-78 Salary Survey for Fiscal Year 1979-80.

Action: Request authorization of the Board of Supervisors to expend funds necessary for the conduct of the Salary Survey for Fiscal Year 1979-80.

MISCELLANEOUS:

3024-78 Request from departments to back-date requisitions:

T-80041	1827 Assistant Management Analyst	7/01/78	Controller
T-80010	9740 Staff Assistant IV	7/26/78	Chief Admin. Officer
P-6332	1630 Account Clerk	7/05/78	Public Health
T-80018	2708 Custodian	7/01/78	Port

Action: Approve as recommended by Committee.

3025-78 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral Authorization Numbers:	2034 - 2122	5812 - 5830	6008 - 6019
	4132 - 4147	5832 - 5833	8035 - 8080
	4149 - 4499	5835 - 5839	

Action: Approve.

RECRUITMENT AND EXAMINATIONS:

40204-78 Appeal of staff denial of protest regarding inclusion of Class 1640 Senior Accounting Machine Operator in promotive Class 1858 Control Supervisor, EDP examination.

Action: Adopt staff report. Deny request. Allow the 1640's who are qualified to participate in the 1858 Control Supervisor EDP promotive examination.

40243-78 Appeal of staff denial on unsatisfactory rating given to Delores A. Glynn.

July 6, 1978: Over to the meeting of July 17, 1978.

Jul7 17, 1978: Over to the meeting of August 7, 1978.

Action: Adopt staff report. Uphold decision of Sheriff's Department. Deny appeal of Delores A. Glynn.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

AUGUST 7, 1978 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

TERMINATION OF TEMPORARY APPOINTMENTS:

5408-78 Michael Saulsbury, 2709 School Custodian, 134/E-52, San Francisco Community College District, 6/28/78.

July 17, 1978: Over to the meeting of August 7, 1978.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5409-78 Howard McCray, 8203 School Patrol Aide, 5/E-1, San Francisco Unified School District, 6/30/78.

Action: Over to the meeting of August 21, 1978.

5410-78 Leslie Edge, 1404 Clerk, 285/E-14, Civil Service Commission, 7/19/78.

Action: Over to the meeting of August 21, 1978.

TERMINATION OF LIMITED TENURE APPOINTMENTS:

5411-78 Raymond Mitchell, 7560 Field Conservation Aide, CETA, Department of Public Works, 6/2/78.

July 17, 1978: Over to the meeting of August 7, 1978.

Action: Approve. Refer to the Mayor's Office of Employment and Training to explore the possibilities of other employment under CETA. Not to be employed by the Department of Public Works.

5412-78 Angel Castro, 1424 Clerk Typist, CETA, San Francisco Community College District, 7/7/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5413-78 Emmett Mixon, Jr., 7311 Cement Mason, TLT, Department of Public Works, 7/6/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5414-78 Mike Espinosa, 7560 Field Conservation Aide, CETA, Department of Public Works, 6/26/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

TERMINATION OF LIMITED TENURE APPOINTMENTS: (continued)

5415-78 Burnice Buie, 7560 Field Conservation Aide, CETA, Department of Public Works, 7/12/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5416-78 Pero Jankovic, 7560 Field Conservation Aide, CETA, Recreation and Park Department, 7/26/78.

Action: Over to the meeting of August 21, 1978.

5417-78 Robert Vines, Jr., 1424 Clerk Typist, TLT, Department of Social Services, 7/28/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

TERMINATION OF PROBATIONARY APPOINTMENTS: (entrance)

5418-78 Marvin Robinson, 2708 Custodian, 10/E-59, Department of Public Works, 7/6/78.

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5419-78 Benton Cohen, 1404 Clerk, 94/E-12, Office of the Treasurer, 7/31/78.

Action: Over to the meeting of August 21, 1978.

RESIGNATIONS:

5420-78 Thomas Ortiz, 7560 Field Conservation Aide, CETA, Department of Public Works, 7/11/78.

Action: Approve.

5421-78 Edward Kirtley, 9163 Transit Operator, 78/E-106, Public Utilities Commission, San Francisco Municipal Railway, 6/21/78.

Action: Approve.

5422-78 Clara Norman, 2940 Child Welfare Worker, 14/E-38 (Permanent), Department of Social Services, 7/12/78.

Clara Norman, 2942 Sr. Child Welfare Worker, 13/P-5 (Temporary), Department of Social Services 7/12/78.

Action: Approve with services satisfactory. Future employment subject to the review and approval of the General Manager, Personnel.

APPEALS OF AUTOMATIC RESIGNATIONS:

5423-78 Michael Corry, 7311 Cement Mason, V-6/E-9, Department of Public Works, 6/22/78.

July 17, 1978: Over to the meeting of August 7, 1978.

Action: Over to the meeting of August 21, 1978.

APPEALS OF AUTOMATIC RESIGNATIONS: (continued)

5424-78 Reconsideration of Civil Service Commission action of May 15, 1978:
Michael Buck, 9163 Transit Operator, 104/E-112, Public Utilities
Commission, San Francisco Municipal Railway, 4/14/78.

May 15, 1978: Deny appeal. Approve automatic resignation.

July 6, 1978: Over to the meeting of August 7, 1978.

Action: Off calendar pending outcome of appeal before Worker's
Compensation Appeals Board.

5425-78 Morton Greenberger, 2450 Pharmacist, V-4/E-6, Department of Public
Health, Central Office, 6/28/78.

July 17, 1978: Over to the meeting of August 7, 1978.

Action: Deny appeal. Approve automatic resignation.

5426-78 Antonio Lewis, 2736 Porter, 12/E-15, Department of Public Health,
Central Office, 7/6/78.

Action: Deny appeal. Approve automatic resignation.

5427-78 Virgilio Santos, 2202 Dental Aide, CETA, Department of Public Health,
San Francisco General Hospital, 7/7/78.

Action: Deny appeal. Approve automatic resignation.

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Civil Service Commission of San Francisco

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

AUGUST 21, 1978 - 2:00 P.M.

DOCUMENTS DEPT
J. P. L'EST

Present: Commissioner Tarantino
Commissioner Sing
Commissioner Powell
Commissioner Salomon

Excused: Commissioner Alioto
Commissioner Sing excused after Part 1.
Commissioner Tarantino presided.

CLASSIFICATION AND PAY:

1405-78 Survey of one vacant position in Class 1763 Reproduction Supervisor I in the Reproduction Bureau of the Purchasing Department.

Action: Adopt staff report.

1. Amend the specification for Class 1764 Mail and Reproduction Service Supervisor.
2. Reallocate one vacant position in Class 1763 Reproduction Supervisor I (Sch. 32.8, \$471B567, 1024M1233) in the Reproduction Bureau, Purchasing Department to Class 1764 Mail and Reproduction Service Supervisor (Sch. 32.8, \$471B567, 1024M1233). This represents no change in costs.
3. Abolish Class 1763 Reproduction Supervisor I.
4. Amend Annual Salary Ordinance Section 313080 to reflect this action. Advise the department to submit a supplemental appropriation reflecting these changes.

1407-78 Appeals from various employees of staff denials of request for Supervisory Differential Adjustments under the provisions of Section IV-G of the Salary Standardization Ordinance.

Action: Adopt staff report. Deny appeals of Fred Katarsky and Tandy W. Carter on the basis that they do not meet the provisions governing the application of Section IV-G of the Salary Standardization Ordinance.

1410-78 Survey of one position in the Department of Public Health, Division of Out-Patient and Community Services.

Action: Adopt staff report.

1. Reclassify one vacant position in Class 2250 Director of Clinical Services, Caleb Clark Potrero Hill Health Center, (Sch. 54.8, \$1329B1611, 2891M3504) to 2232 Physician Specialist (Sch. 52.3, \$1180B1429, 2567M3108).
2. Amend Annual Salary Ordinance Section 557010 accordingly. Advise the department to submit a supplemental appropriation. This reclassification action will result in a salary savings of \$396 per month based on the fifth step of each classification.

IN-SERVICE ACTIVITIES:

2241-78 Reconsideration of Civil Service Commission action of May 1, 1978: Request for appointment above the entrance rate for two employees in Class 1826 Associate Budget Analyst.

Action: Over to the meeting of September 6, 1978.

2344-78 Designated Bilingual Positions for Fiscal Year 1978-79 (Police Department, Addendum San Francisco General Hospital and Community Mental Services).

Action: Adopt staff report.

2359-78 Appeal of medical rejection from Stuart I. Blumstein for Class 2528 Medical Steward.

Action: Over to the meeting of September 6, 1978.

2386-78 Proposed Amendments to Civil Service Commission Rule 6, Section 6.06, Procedure for Dismissal of Regular Permanent Employees except Employees of the Police and Fire Department.

Action: Approve. Post for adoption at the meeting of September 6, 1978.

2440-78 Request from the Mayor's Office of Employment and Training for Exception to to the Order of Lay-Off.

Action: Approve Exception to the Order of Lay-Off for the Special Project CETA participants designated in the request as authorized by Civil Service Commission Rule 32, Section 32.05 (a).

2458-78 Appeal of denial of request for leave of absence by George Burroughs, 2708 Custodian, San Francisco Airport.

Action: Adopt staff report. Approve leave of absence of George Burroughs to accept temporary employment in Class 3410 Assistant Gardener, Recreation and Park Department.

2464-78 Proposed Amendment to Administrative Code granting the Human Rights Commission certification authority for Departmental Affirmative Action Plans.

Action: Adopt staff report. Oppose Legislation as proposed.

2465-78 Review of Court action on litigation relating to eligible list for Class B152 Court Room Clerk.

Action: Direct the City Attorney to appeal.

MISCELLANEOUS:

3026-78 Request from the Department of Public Health to back-date requisition:

P-6322 2233 Supervising Physician Specialist 7/1/78

Action: Approve as recommended by Committee.

MISCELLANEOUS: (continued)

3027-78 From the heads of various departments requesting authorization to make non-civil service appointments.

Oral Authorization Numbers: 2123 - 2139 4500 - 4540 8081 - 8094
2141 - 2146 5840 - 5843
2148 6020 - 6021

Action: Approve.

RECRUITMENT AND EXAMINATIONS:

40269-78 Appeal of staff's denial of protest regarding the examination announcement for Class 1847 Executive Aide, Mayor's Office.

Action: Adopt staff report as amended. Deny appeal of Terrence Ryan.
Oral Examiners to be recruited from outside the City and County of San Francisco.

40270-78 Appeal of staff's denial of protest regarding the minimum requirements of the entrance examination announcement for Class 5362 Civil Engineering Assistant II.

Action: Over to the meeting of September 6, 1978.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

AUGUST 21, 1978 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

TERMINATION OF TEMPORARY APPOINTMENTS:

5428-78 Howard McCray, 8203 School Patrol Aide, 5/E-1, San Francisco Unified School District, 6/30/78.

August 7, 1978: Over to the meeting of August 21, 1978.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5429-78 Leslie Edge, 1404 Clerk, 285/E-14, Civil Service Commission, 7/19/78.

August 7, 1978: Over to the meeting of August 21, 1978.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5430-78 Anthony S. Wells, 7311 Cement Mason, V3/E-4, Department of Public Works, 7/24/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5431-78 Nathaniel White, 2708 Custodian, 129/E-59, Department of Public Works, 7/22/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

TERMINATION OF LIMITED TENURE APPOINTMENTS:

5432-78 Pero Jankovic, 7560 Field Conservation Aide, CETA, Recreation and Park Department, 7/26/78.

August 7, 1978: Over to the meeting of August 21, 1978.

Action: Over to the meeting of September 6, 1978.

5433-78 Darryl W. Quon, 2708 Custodian, CETA, Department of Public Works, 7/26/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

TERMINATION OF LIMITED TENURE APPOINTMENTS: (continued)

5434-78 Anthony Lopez, 1402, Junior Clerk, CETA, Mayor's Office of Employment and Training, 8/1/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

TERMINATION OF PROBATIONARY APPOINTMENTS: (entrance)

5435-78 Benton Cohen, 1404 Clerk, 94/E-12, Office of the Treasurer, 7/31/78.

August 7, 1978: Over to the meeting of August 21, 1978.

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5436-78 Homer E. Reed, 8304 Deputy Sheriff, V12/E-9, Sheriff's Department, 8/4/78.

Action: Over to the meeting of September 6, 1978.

RESIGNATIONS:

5437-78 Rosetta Thomas, 2903 Eligibility Worker, TLT, Department of Social Services, 6/30/78.

Action: Approve.

5438-78 Stephanie J. Harriman, 2903 Eligibility Worker, TLT, Department of Social Services, 6/12/78.

Action: Approve.

APPEALS OF AUTOMATIC RESIGNATIONS:

5439-78 Reconsideration of action of July 5, 1978:
James L. Pinnick, 9163 Transit Operator, V2/E-106, Public Utilities Commission, San Francisco Municipal Railway, 6/16/78

July 5, 1978: (In administrative action taken pursuant to Rule 25, Section 25.02) Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be certified for employment with the Public Utilities Commission again.

Action: Sustain action of July 5, 1978.

5440-78 Michael Corry, 7311 Cement Mason, V6/E-9, Department of Public Works, 6/22/78.

July 17, 1978: Over to the meeting of August 7, 1978.

August 7, 1978: Over to the meeting of August 21, 1978.

Action: Off calendar.

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9-6-78

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

SEPTEMBER 6, 1978 - 2:00 P.M.

Present: Commissioner Tarantino
Commissioner Sing
Commissioner Alioto
Commissioner Powell
Commissioner Salomon
Commissioner Tarantino presided.

SEP 13 1978

DOCUMENTS DEPT
SF P - 1111

MINUTES:

Regular meeting of August 21, 1978

Action: Approve.

CLASSIFICATION AND PAY:

1330-78 Classification of one newly budgeted position in Class 1862 Systems and Procedures Analyst for the San Francisco Community College District.

June 19, 1978: Off calendar.

Action: Adopt staff report as amended.

1. Classify one newly budgeted position in Class 1862 Systems and Procedures Analyst (1978-79 Sch. 39.1, \$631B762, 1367M1651).
2. Advise the San Francisco Community College District to amend their Annual Resolution Section 669010D accordingly.

1404-78 Renewal of Personal Services Contract between the Department of Public Health and McCoy's Patrol Service.

Action: Adopt staff report. Contract reviewed; Forward to the Purchaser of Supplies.

1418-78 Appeal of staff denial of request for a grant in status to Class 1675 Supervising Fiscal Officer, San Francisco Municipal Railway.

Action: Adopt staff report. Deny appeal of John Madden.

1419-78 Classification of one newly budgeted position (1978-79 budget) in the Fiscal Section of the San Francisco Police Department.

Action: Off calendar.

1420-78 Classification of one new position (1978-79 budget) in the Department of Public Health, Central Office.

Action: Adopt staff report.

1. Allocate one new position identified in the budget as A101 Health Communication Specialist, J-Rate (Sch. 38.5, \$614B742, 1335M1614) to Class 1312 Public Information Officer (Sch. 35.6 \$536B647, 1166M1407).

CLASSIFICATION AND PAY: (continued)

1420-78
(Cont')

2. Amend their Annual Salary Ordinance Section 537010 accordingly.
3. Advise the department to submit a supplemental appropriation to adjust their budget. This action will result in a salary savings of \$207 per month at the maximum step.

1425-78 Classification of 73 new positions approved in the Public Utilities Commission, San Francisco Municipal Railway Budget (1978-79) to staff the Muni-Metro System.

Action: Adopt staff report as amended.

1. Classify 70 new positions in existing classes.
2. Adopt a new Classification of 7430 Assistant Electronic Maintenance Technician (Sch. 39.7, \$650B785, 1414M1707; Allocate 3 newly budgeted positions to this new class.
3. Delete the following positions as enumerated in the budget:
 - a. 1 - A102 Lead Electronic Maintenance Technician, effective 9/1/78, SC J \$725B908.
 - b. 3 - A103 Assistant Electronic Maintenance Technician, effective 11/1/78, SC J \$681B822.
4. Amend Sections 735001 and 735010A of the Annual Salary Ordinance to reflect these actions; Remove the "SC" symbol for positions covered in this report when appropriate.
5. No additional cost is involved since positions classified in this report are included in the current budget (1978-79). Approval of this action will result in a salary savings of \$97 per month for new positions in the Electronic Maintenance Technician series in comparison with the San Francisco Municipal Railway's original request.
6. Advise the department to submit a supplemental appropriation request reflecting the budgetary changes. Examination Announcements will be issued for the following classes because eligible lists are exhausted.

2716 Custodian Assistant Supervisor
7319 Electronic Motor Repairer
7346 Painter
7379 Electrical Transit Mechanic
7321 Elevator Mechanic
7345 Electrician
7458 Switch Repairer
7514 General Laborer
7334 Stationary Engineer

1426-78 Classification of one newly budgeted position "A101 Assistant Director, Art Commission."

Action: Over to the meeting of September 18, 1978.

1427-78 Classification of three new positions budgeted in Class 2471 Water Quality Chemist; Amend specification for Class 2471 Water Quality Chemist.

Action: Adopt staff report as amended.

1. Allocate three new positions to Class 2471 Water Quality Chemist (Sch. Z, 37.6, \$589B710, 1281M1544).
2. Amend the specification for Class 2471 Water Quality Chemist.

CLASSIFICATION AND PAY: (continued)

1427-78 3. Amend Annual Salary Ordinance Section 745010C to reflect this
(Cont') action.

IN-SERVICE ACTIVITIES:

- 2241-78 Reconsideration of Civil Service Commission action of May 1, 1978:
Request for appointment above the entrance rate for two employees
in Class 1826 Associate Budget Analyst.
- May 1, 1978: Deny staff report as amended. Disapprove the permanent
 appointment of William Courtright and Phil Arnold.
- July 17, 1978: Over to the meeting of August 7, 1978.
- August 7, 1978: Over to the meeting of August 21, 1978.
- August 21, 1978: Over to the meeting of September 6, 1978.
- Action: Adopt staff report as amended. Approve the permanent appointments of
William Courtright and Phil Arnold at Step 5 in the compensation
schedule established for Class 1826 Associate Budget Analyst pending
the Controller's certification that funds are available.
- 2359-78 Appeal of medical rejection from Stuart I. Blumstein for Class 2528
Medical Steward.
- August 7, 1978: Over to the meeting of August 21, 1978.
- August 21, 1978: Over to the meeting of September 6, 1978.
- Action: (In Executive Session) Refer to a Medical Specialist designated
by the Retirement System at the Retirement System's expense.
- 2386-78 Proposed Amendments to Civil Service Commission Rule 6, Section 6.06 -
Procedure for Dismissal of Regular Permanent Employees except Employees
of the Police and Fire Departments.
- August 21, 1978: Post for adoption at the meeting of September 6, 1978.
- Action: Off calendar.
- 2455-78 Request for appointment above the entrance rate for Deanna M. Wong in
Class 1426 Senior Clerk Typist, Department of Social Services.
- Action: Adopt staff report. Approve the permanent appointment of
Deanna M. Wong at Step 5 in the compensation schedule estab-
lished for Class 1426 Senior Clerk Typist pending the
Controller's certification that funds are available. Deny
request for original seniority date.
- 2457-78 Request for appointment above the entrance rate for Doug Keener in Class
8146 District Attorney Investigator.
- Action: Adopt staff report. Approve the appointment of Doug Keener at
Step 5 in the compensation schedule established for Class 8146
District Attorney Investigator pending the Controller's certif-
ication that funds are available.
- 2467-78 Appeal of danial of request for leave of absence by Consuelo Suez,
San Francisco Unified School District.
- Action: Adopt staff report. Approve leave of absence for Consuelo Suez
to accept employment in Class 1844 Senior Manangement Assistant,
Department of Public Health.

IN-SERVICE ACTIVITIES: (continued)

2482-78 Adjustment of certification date of Juan Casares in Class 2709 School Custodian.

Action: Adopt staff report. Adjust date of permanent certification of Juan Casares in Class 2709 School Custodian to October 24, 1977. Return Mr. Casares to a permanent position in Class 2709 School Custodian, San Francisco Community College District.

2483-78 Employees laid off in Class 2709 School Custodian who have prior permanent City Service.

Action: Adopt staff report. Under the provisions of Rule 32.09 (Lay-Off Promotive Appointees), deem promotive the appointment of any current and future employees laid off in Class 2709 School Custodian who have prior permanent service in a custodial Classification.

2737-77 Complaint alleging discrimination on a Rule of Three appointment offer (CSC Rule 1.03f).

January 4, 1978: Over to the meeting of February 6, 1978.

February 6, 1978 Over to the meeting of February 21, 1978.

February 21, 1978: Off calendar. Staff to consult with attorney for appellant concerning requests for matters to be further investigated.

Action: Off calendar.

MISCELLANEOUS:

3027-78 From the heads of various departments requesting authorization to make non-civil service appointments.

Action: 1. Disapprove Oral Authorization Number 8099 (Vote of 4 to 1: Commissioner Sing dissents).

2. Approve Oral Authorization Numbers: 2149 - 2166 8095 - 8098
4541 - 4590 8100 - 8109
5844 - 5852

RECRUITMENT AND EXAMINATIONS:

40270-78 Appeal of staff's denial of protest regarding the minimum requirements of the entrance examination announcement for Class 5362 Civil Engineering Assistant 11.

August 21, 1978: Over to the meeting of September 6, 1978.

Action: Adopt staff report. Deny protest. (Vote of 3 to 2: Commissioners Powell and Salomon dissents).

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

SEPTEMBER 6, 1978 - 2:00 P.M.

SEPARATIONS FROM SERVICE:

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5441-78 Pero Jankovic, 7560 Field Conservation Aide, CETA, Recreation and Park Department, 7/26/78.

August 7, 1978: Over to the meeting of August 21, 1978.

August 21, 1978: Over to the meeting of September 6, 1978.

Action: Approve. Refer to the Mayor's Office of Employment and Training for other employment under CETA. Not to be employed again by the Recreation and Park Department.

5442-78 Vesta Cason, 3302 Vendor, Permanent Limited Tenure, Recreation and Park Department, 6/12/78.

July 17, 1978: Over to the first meeting in September.

Action: Off calendar. To be recalendared following pending court action.

5443-78 Sattley McGee Jr., 7560 Field Conservation Aide, CETA, Recreation and Park Department, 8/10/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5444-78 Phillip D. Micalleff, 7560 Field Conservation Aide, CETA, Public Works Department, 7/24/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5445-78 Carlton P. Phillips, 7560 Field Conservation Aide, CETA, Public Works Department, 8/15/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5446-78 Victor M. Jefferson, 2708 Custodian, CETA, Public Utilities Commission, San Francisco Municipal Railway, 8/14/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5447-78 Larry B. Littlejohn, 9910 Water Quality Chemist Trainee, CETA Training Program, Civil Service Commission, 8/10/78.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS: (continued)

- 5447-78 Action: Approve. Cancel all current examination and eligibility status.
(Cont') Future employment subject to review and approval of the General
 Manager, Personnel after satisfactory completion of one year's
 work experience outside the City and County service.
- 5448-78 Richard Almarez, 1202 Personnel Clerk, CETA, Civil Service Commission, 8/29/78.
- Action: Approve. Cancel all current examination and eligibility status.
 Future employment subject to review and approval of the General
 Manager, Personnel after satisfactory completion of one year's
 work experience outside the City and County service.
- 5449-78 James C. Burford Jr., 2760 Laundry Worker, CETA, Department of Public Health,
 Laguna Honda Hospital, 8/4/78.
- Action: Over to the meeting of September 18, 1978. The Commission directed
 that Hannibal Thompson be present.
- 5450-78 Willie Jackson, 2302 Orderly, CETA, Department of Public Health, San Francisco
 General Hospital, 8/22/78.
- Action: Over to the meeting of September 18, 1978.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

- 5451-78 Homer E. Reed, 8304 Deputy Sheriff, V12/E-9, Sheriff's Office, 8/4/78.
- August 21, 1978: Over to the meeting of September 6, 1978.
- Action: Over to the meeting of September 18, 1978.
- 5452-78 R. T. Bolton Jr., 7409 Electrical Transit Service Worker, 61/E-4, Public
 Utilities Commission, San Francisco Municipal Railway, 8/11/78.
- Action: Approve. Cancel all current examination and eligibility status.
 Future employment subject to review and approval of the General
 Manager, Personnel after satisfactory completion of one year's
 work experience outside the City and County service.

RESIGNATIONS:

- 5453-78 William Bogue, 8440 Probation Officer, 29/E-1, Adult Probation Department,
 8/2/78.
- Action: Approve.
- 5454-78 Edward M. Anderson, 9163 Transit Operator, 357/E-112, Public Utilities
 Commission, San Francisco Municipal Railway, 7/28/78.
- Action: Approve.
- 5455-78 Joseph A. Williams, 2708 Custodian, 30/E-59, Public Utilities Commission,
 San Francisco Municipal Railway, 7/14/78.
- Action: Over to the meeting of September 18, 1978.

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9-18-78

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

SEPTEMBER 18, 1978 - 2:00 P.M.

Present: Commissioner Tarantino
Commissioner Sing
Commissioner Alioto
Commissioner Powell
Excused: Commissioner Salomon
Commissioner Tarantino presided.

SEP 18 1978

MINUTES:

DOCUMENTS DEPT.
SEP 18 1978

Regular meeting of September 6, 1978.

Action: Approve.

SPECIAL ORDER OF BUSINESS:

In connection with item 1440-78 below, by Resolution, the Commission directed the staff to explore the possible expansion of the duties of Class 7510 Lighting Fixture Maintenance Worker to include the responsibility of changing the ballast in a lighting fixture. Mr. Ron Wilson of the staff of the Airports Commission is to report to the members of the Commission directly on the progress of this order within 60-days. The General Manager, Personnel was directed to so report within the same time restraints.

CLASSIFICATION AND PAY:

1210-78 Survey of one position in Class 1424 Clerk Typist located in the Asian Arts Museum.

Action: Adopt staff report.

1. Reallocate one position in Class 1424 Clerk Typist (1977-78 Sch. 24.7 \$326B391, 709M850) to Class 1426 Senior Clerk Typist (Sch. 26.7 \$357B428, 776M931). This reclassification will result in an additional cost of \$81.00 per month at the maximum 1977-78 rate.
2. Amend Annual Salary Ordinance Section 622010 when this action does not adversely affect the incumbent.

1424-78 Survey of one vacant position in Class 2235 Supervising Physician Specialist, Child Psychiatry, Department of Public Health, Community Mental Health Services.

Action: Over to the meeting of October 2, 1978.

1426-78 Classification of newly budgeted position "A101 Assistant Director, Art Commission."

September 6, 1978: Over to the meeting of September 18, 1978.

Action: Over to the meeting of October 2, 1978.

1440-78 Classification of 114 new positions approved for the San Francisco International Airport.

Action: Adopt staff report.

1. Classify 114 new positions in existing classes
2. Amend Sections 725010C, 725010D, 725010F and 725011 of the Annual Salary Ordinance to reflect this action.

CLASSIFICATION AND PAY: (continued)

1441-78 Classification of one newly budgeted position (1978-79 Budget)
Fiscal Section of the San Francisco Police Department.

Action: Adopt staff report.

1. Classify one new position enumerated in the budget in Class 1924 Materials and Supplies Supervisor (Sch. 29.6 \$408B489) to Class 1406 Senior Clerk (Sch. 27.6 \$372B446). A typing requirement will be designated with this position. This action will result in a salary savings of \$94.00 per month based on the maximum step.
2. Amend Annual Salary Ordinance Section 161011 accordingly. Advise the Police Department to submit a supplemental appropriation deleting one 1924 Materials and Supplies Supervisor and adding one 1406 Senior Clerk.

IN-SERVICE ACTIVITIES:

2491-78 Request from the Mayor's Office of Employment and Training for Exception to Order of Lay-Off.

Action: Approve Exception to Order of Lay-Off for the Special Project CETA participants designated in the request as authorized by Civil Service Commission Rule 32, Section 32.05 (a).

2497-78 Proposed Settlement Agreement regarding complaint of Employment Discrimination from Edna L. Boney, Class 1408 Principal Clerk, City Planning. (Fair Employment Practice Commission File 75-76 A2-0599E)

Action: Adopt staff report. Adopt settlement as proposed.

2498-78 Request for appointment above the entrance rate for Mary Gonzales, 1440 Medical Transcriber Typist, Department of Public Health.

Action: Adopt staff report. Approve the permanent appointment of Mary Gonzales at Step 4 in the compensation schedule established for Class 1440 Medical Transcriber Typist pending the Controller's certification that funds are available.

MISCELLANEOUS:

3028-78 Request from the Mayor's Office of Employment and Training to back-date requisition:

T-79180 1424 Clerk Typist Back-date from 6/13/78 to 4/1/78 S.F.C.C.D.
(Title III funding)

Action: Approve as recommended by Committee.

3029-78 From the heads of various departments requesting authorization to make non-civil service appointments:

Oral Authorization Numbers: 2167 - 2186 8110 - 8122
4591 - 4605

Action: Approve.

RECRUITMENT AND EXAMINATIONS:

- 40301-78 Appeal of staff's denial of protest as to eligibility for the promotive examination for Class 1842 Management Assistant.
Action: Adopt staff report. Deny appeal of Sadik Razak.
- 40302-78 Appeal of staff's denial of protest as to eligibility for the entrance and promotive examinations for Class 1842 Management Assistant.
Action: Vote of 2 to 2: Over to the meeting of October 2, 1978
- 40305-78 Appeal of staff's denial of protests of entrance and promotive examination announcements for Class 1270 Departmental Personnel Officer.
Action: Over to the meeting of October 2, 1978.
- 40306-78 Appeal of staff's denial of protest on oral examination for Class 8324 Supervising Counselor, Juvenile Hall.
Action: Adopt staff report. Deny appeal of Richard Perino.
- 40308-78 From Commissioner Darrell J. Salomon: Motion to cancel all current examinations and examination announcements in the personnel series (Classes 1240, 1242, 1244, 1270 and 1275).
Action: Over to the meeting of October 2, 1978.
- 40225-78 Q2 Police Officer Special Reports.
Action: On the request for Supplemental Appropriation (FY 1978-79):
Over to the meeting of October 2, 1978.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

SEPTEMBER 18, 1978 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

TERMINATIONS OF TEMPORARY APPOINTMENTS:

5456-78 Marian C. Hee, 8214 Parking Control Officer, 130/E-14, Police Traffic Division, 8/11/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5457-78 James C. Burford Jr., 2760 Laundry Worker, CETA, Department of Public Health, Laguna Honda Hospital, 8/4/78.

September 6, 1978: Over to the meeting of September 18, 1978. The Commission directed that Hannibal Thompson be present.

Action: Approve. Refer to the Mayor's Office of Employment and Training for other employment under CETA after Medical Clearance by the Civil Service Commission Medical Examiner. Not to be employed by The Department of Public Health again. The Commission stipulated that any reemployment would be without back pay.

5458-78 William D. Craig, 1424 Clerk Typist, CETA, Controller-Secretarial Department, 9/5/78.

Action: Approve. Cancel all current examination and eligibililty status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5459-78 Pleas L. Braxton, 7560 Field Conservation Aide, CETA, Department of Public Works, 8/9/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5460-78 Joseph G. Lovari, 7560 Field Conservation Aide, CETA, Public Utilities Commission, San Francisco Municipal Railway, 8/24/78.

Action: Over to the meeting of October 2, 1978.

5461-78 Denise L. Washington, 1404 Clerk, CETA, Human Rights Commission, 9/18/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5450-78 Willie Jackson, 2302 Orderly, CETA, Department of Public Health, San Francisco General Hospital, 8/22/78.

September 6, 1978: Over to the meeting of September 18, 1978.

Action: Over to the meeting of October 2, 1978.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5462-78 Homer E. Reed, 8304 Deputy Sheriff, V12/E-9, Sheriff's Office, 8/4/78.

August 21, 1978: Over to the meeting of September 6, 1978.

September 6, 1978: Over to the meeting of September 18, 1978.

Action: Over to the meeting of October 2, 1978.

5463-78 Robert C. Bogard, 9110 Fare Collections Receiver, 70/E-17, Public Utilities Commission, San Francisco Municipal Railway, 8/31/78.

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by The Public Utilities Commission.

5464-78 Patrick Cowan, 9110 Fare Collections Receiver, V6/E-18, Public Utilities Commission, San Francisco Municipal Railway, 8/25/78.

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by The Public Utilities Commission.

5465-78 Ernest M. Hester, 9110 Fare Collections Receiver, 65/E-17, Public Utilities Commission, San Francisco Municipal Railway, 8/24/78.

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by The Public Utilities Commission.

5466-78 Guillermo R. Salvador III, 1736 EDP Equipment Controller, 4/E-12, Controller EDP Department, 9/5/78.

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5467-78 Conrado Victorio, 2920 Medical Social Worker, 53/E-23, Department of Public Health, San Francisco General Hospital, 9/4/78.

Action: Over to the meeting of October 2, 1978.

RESIGNATIONS:

5468-78 Lilia L. Medina, 9736 Staff Aide III, TLT, Police Department, 9/8/78.

Action: Over to the meeting of October 2, 1978.

5469-78 Sadie Gans, 8214 Parking Control Officer, 132/E-14, Traffic Bureau, 8/1/78.

Action: Approve.

5470-78 Melvin C. Lim, 9163 Transit Operator, 43/E-109, Public Utilities Commission, San Francisco Municipal Railway, 8/23/78.

Action: Approve.

RESIGNATIONS:

5471-78 Douglas Della Fosse, 9998 Staff Aide, CETA, Public Utilities Commission, San Francisco Municipal Railway, 8/23/78.

Action: Approve.

5472-78 Joseph A. Williams, 2708 Custodian, 30/E-59, Public Utilities Commission, San Francisco Municipal Railway, 7/14/78.

September 6, 1978: Over to the meeting of September 18, 1978.

Action: Approve.

APPEALS OF AUTOMATIC RESIGNATIONS:

5473-78 Willie C. Henderson, 9163 Transit Operator, 28/E-89, Public Utilities Commission, San Francisco Municipal Railway, 8/11/78.

Action: Deny appeal. Approve Automatic Resignation.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

OCTOBER 2, 1978 - 2:00 P.M.

resent: Commissioner Tarantino
Commissioner Alioto
Commissioner Lowe
Commissioner Powell
Commissioner Salomon
ommissioner Tarantino presided.

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- 2 -

MINUTES:

Regular meeting of September 18, 1978.

Action: Approve.

- ANNOUNCEMENTS:
1. Commissioner Tarantino introduced Rolland C. Lowe, M.D. who was appointed to fill the unexpired term of Lillian K. Sing who has resigned.
 2. Darrell J. Salomon was unanimously elected to complete the term of vice president vacated by Lillian K. Sing.

SPECIAL ORDER OF BUSINESS:

President Tarantino appointed Commissioner Lowe to the Standing Committee on Charter and Rules Revision to replace Lillian K. Sing.

CLASSIFICATION AND PAY:

393-78 Request of Edward J. Nevin, attorney at Law, with respect to Salary Setting Procedures for Municipal Railway Supervisory employees.

August 7, 1978: Over to the meeting of October 2, 1978.

Action: Off calendar.

424-78 Survey of one vacant position in Class 2235 Supervising Physician Specialist, Child Psychiatry, Department of Public Health, Community Mental Health Services.

September 18, 1978: Over to the meeting of October 2, 1978.

Action: Adopt staff report.

1. Reallocate one vacant position in Class 2235 Supervising Physician Specialist, Child Psychiatry (Sch. 54.8 \$1329B1611, 2891M3504) to Class 2248 Assistant Director of Clinical Services II (Sch. 50.1 \$1062B1285, 2310M2795).
2. Designate position in Class 2248 Assistant Director Clinical Services II assigned to Youth Guidance Center Psychiatric Clinic as requiring a Mental Health Children's Program Specialty.
3. Amend Section 568011 of the Annual Salary Ordinance as follows:
 - a. Abolish one vacant position in Class 2235 Supervising Physician Specialist Child Psychiatry.
 - b. Add one position in Class 2248 Assistant Director of Clinical Services II.
4. The supplemental will be submitted by the Department of Public Health: this classification action will result in an annual salary savings of \$8,508 based on the maximum step, 1977-78 rates.

CLASSIFICATION AND PAY: (continued)

- 426-78 Classification of newly budgeted position "A101 Assistant Director, Art Commission."
September 6, 1978: Over to the meeting of September 18, 1978.
September 18, 1978: Over to the meeting of October 2, 1978.
Action: Over to the meeting of October 16, 1978.
- 434-78 Request to survey one position at the San Francisco Unified School District, Student Assignment Office.
Action: Over to the meeting of October 16, 1978.
- 444-78 Classification of one 7215 General Laborer Supervisor I position approved in the Public Utilities Commission, Municipal Railway Budget (1978-79) for the Muni-Metro System.
Action: Adopt staff report.
1. Classify one new position in Class 7215 General Laborer Supervisor I (Sch. 36.2 \$552B664, 1201M1444).
 2. Amend Annual Salary Ordinance Section 735001 accordingly; Remove "SC" symbol for this position.
 3. No additional cost is involved as the position classified in this report is included in the current budget (1978-79).
- 453-78 Classification of two positions authorized in the 1978-79 budget for the Police Department, Identification Division.
Action: Adopt staff report.
1. Classify two new positions in Class 8251 Fingerprint Technician III (Sch. 33.0 \$475B572, 1033M1244).
 2. Amend Annual Salary Ordinance Section 161011 accordingly. There is no additional cost since the funding was previously authorized in the annual budget.
- 454-78 Request from the Department of City Planning to utilize the Staff Assistant, Special Project series for the staffing of three new Urban Mass Transportation Administration Grant Funded Programs.
Action: Over to the meeting of October 16, 1978.

IN-SERVICE ACTIVITIES:

- 2489-78 Appeal of denial of request for Education Leave by Maurice M. Edwards, Jr., Class 9364 Superintendent, Harbor Maintenance and Repair, Port Commission.
Action: Adopt staff report. Grant appeal. Authorize education leave for a period of nine months to Maurice M. Edwards, Jr., Class 9364 Superintendent, Harbor Maintenance and Repair, Port Commission.
- 2500-78 Appeal of denial of request for leave of absence by Igene Edwards, 2709 School Custodian, San Francisco Unified School District.
Action: Adopt staff report. Approve Mr. Edwards request for leave of absence.
- 2501-78 Appeal of denial of request for leave of absence by Wendy Chong, 8251 Fingerprint Technician III, Police Department.
Action: Adopt staff report. Deny Ms. Chong's request for leave of absence.
(Vote of 3 to 2: Commissioners Salomon and Tarantino dissent)

IN-SERVICE ACTIVITIES: (continued)

- 514-78 Appeal of medical rejection from C. James Sparks, Class 3248 Pianist.
Action: Adopt staff report. Dany appeal. Disqualify for all employment until medically cleared.
- 515-78 Memorandum of Understanding between the Department of Social Services and the Civil Service Commission regarding the establishment of a Decentralized Personnel Unit - Department of Social Services.
Action: Over to the next meeting.
- 516-78 Request from the Mayor's Office of Employment and Training for Exception to Order of Lay-Off.
Action: Over to the meeting of October 16, 1978.
- 517-78 Request for authorization for part-time work schedule for Bernard Cummings, Department of Public Works.
Action: Adopt staff report. Deny request for authorization for part-time work schedule.
- 520-78 Proposed Amendments to Civil Service Commission Rule 33 - Resignation.
Action: Adopt staff report. Post for adoption at the meeting of October 16, 1978.
- 521-78 Proposed deletion of Civil Service Commission Rule 37 - Blanketing of Child Care Center Employees: And Rule 38 - Emergency Employment Act.
Action: Refer to Standing Committee.

MISCELLANEOUS:

- 030-78 Request from Juvenile Court (Log Cabin Ranch, LaHonda) to back-date oral authorization:
T-80094 1424 Clerk Typist 9/5/78 Juvenile Court
Action: Approve as recommended by Committee.

- 031-78 From the heads of various departments requesting authorization to make non-civil service appointments.

Oral Authorization Numbers: 2187 - 2203 5853 - 5854
 4606 - 4612 8123 - 8132
 4614 - 4660

Action: Approve.

RECRUITMENT AND EXAMINATIONS:

- 0302-78 Appeal of staff's denial of protest as to eligibility for the entrance and promotive examinations for Class 1842 Management Assistant.
September 18, 1978: Vote of 2 to 2: Over to the meeting of October 2, 1978.
Action: Deny staff report. Find Patricia Danner Qualified to participate in this entrance and promotive examination for Class 1842 Management Assistant.
- 0305-78 Appeal of staff's denial of protests of entrance and promotive examination announcements for Class 1270 Departmental Personnel Officer. 1
September 18, 1978: Over to the meeting of October 2, 1978.
Action: Off calendar.

RECRUITMENT AND EXAMINATIONS: (continued)

40308-78 From Commissioner Darrell J. Salomon: Motion to cancel all current examinations and examination announcements in the personnel series (Classes 1240, 1242, 1244, 1270, and 1275).

September 18, 1978: Over to the meeting of October 2, 1978.

Action: Cancel all current examinations and examination announcements in the personnel series (Class 1240, 1242, 1244, 1270, and 1275).

40314-78 Request from promotional candidates for H-20 Lieutenant, Fire Department, and H-30 Captain, Fire Department to be allowed to file late applications.

Action: Adopt staff report. Accept applications where good cause exists. Do not reopen for applications due to computation of seniority credits based on closing date.

40225-78 Q2 Police Officer Special Reports.

September 18, 1978: On the request for Supplemental Appropriation (FY 1978-79):
Over to the meeting of October 2, 1978.

Action: Approve and forward to the Office of the Mayor.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

OCTOBER 2, 1978 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

TERMINATIONS OF TEMPORARY APPOINTMENTS:

5474-78 Diane Lynn Campbell, 1720 Key Punch Operator, 53/E-9, Police Department, 9/12/78.
Action: Approve. No future employment with the City and County of San Francisco.

5475-78 Don Reed, 2760 Laundry Worker, 43/E-12, Department of Public Health, Laguna Honda Hospital, 9/6/78.
Action: Over to the meeting of October 16, 1978.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5476-78 Joseph G. Lovari, 7560 Field Conservation Aide, CETA, Public Utilities Commission, San Francisco Municipal Railway, 8/24/78.

September 18, 1978: Over to the meeting of October 2, 1978.

Action: Approve. Cancel all current examination and eligibility status.
Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5477-78 Willie Jackson, 2302 Orderly, CETA, Department of Public Health, San Francisco General Hospital, 8/22/78.

September 6, 1978: Over to the meeting of September 18, 1978.

September 18, 1978: Over to the meeting of October 2, 1978.

Action: Over to the meeting of October 16, 1978.

5478-78 William Chin, 2760 Laundry Worker, CETA, Department of Public Health, Laguna Honda Hospital, 9/11/78.

Action: Over to the meeting of October 16, 1978.

5479-78 Lydia Moore, 1202 Personnel Clerk, CETA, Civil Service Commission, 9/18/78.

Action: Approve. Cancel all current examination and eligibility status.
Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5480-78 Eugene Clements, 7560 Field Conservation Aide, CETA, Recreation and Park Department, 9/13/78.

Action: Over to the meeting of October 16, 1978.

TERMINATION OF PROBATIONARY APPOINTMENTS: (entrance)

- 481-78 Homer E. Reed, 8304 Deputy Sheriff, V12/E-9, Sheriff's Office, 8/4/78.
August 21, 1978: Over to the meeting of September 6, 1978.
September 6, 1978: Over to the meeting of September 18, 1978.
September 18, 1978: Over to the meeting of October 2, 1978.
Action: Over to the meeting of October 16, 1978. The Sheriff to investigate the possibility of having two witnesses present.
- 482-78 Victorio Conrado, 2920 Medical Social Worker, 53/E-23, Department of Public Health, San Francisco General Hospital, 9/4/78.
September 18, 1978: Over to the meeting of October 2, 1978.
Action: Over to the meeting of October 16, 1978.
- 483-78 Reconsideration of Civil Service Commission action of July 6, 1978:
Willie Burnett, 2726 Porter, 93/E-51, Department of Public Health, Laguna Honda Hospital, 1/27/78.
February 6, 1978: Return name to list. Not to be employed again at the Laguna Honda Hospital. One more chance to establish a satisfactory work record.
March 6, 1978: 1. Rescind action of February 6, 1978.
2. Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.
July 6, 1978: Sustain action of March 6, 1978.
Action: Sustain action of March 6, 1978 and July 6, 1978.
- 484-78 David Opperman, 2908 Hospital Eligibility Worker, 27/E-1, Department of Public Health, San Francisco General Hospital, 9/8/78.
Action: Over to the meeting of October 16, 1978.
- 485-78 Robert Quintanilla, 9163 Transit Operator, V340/E-112, Public Utilities Commisison, San Francisco Municipal Railway, 8/21/78.
Action: Over to the meeting of October 16, 1978.

RESIGNATIONS:

- 486-78 Lilia Medina, 9736 Staff Aide III, TLT, Police Department, 9/8/78.
September 18, 1978: Over to the meeting of October 2, 1978.
Action: Over to the meeting of October 16, 1978.
- 487-78 Mira Mehta, 8440 Probation Officer, 18/E-1, Adult Probation Department, 9/8/78.
Action: Off calendar.
- 488-78 Wayne C. Redus, 2991 Coordinator, 1/E-1, Human Rights Commission, 9/19/78.
Action: Over to the meeting of October 16, 1978.

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SAN FRANCISCO CIVIL SERVICE COMMISSION

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JOSEPH C. TARANTINO
DARRELL J. SALOMON
FRANK N. ALIOTO
ROLLAND C. LOWE, M.D.
GENEVIEVE POWELL

President
Vice President
Commissioner
Commissioner
Commissioner

SPECIAL MEETING

Calendar
October 5, 1978
9:00 A.M.
Room 282 City Hall

Present: Commissioner Tarantino
Commissioner Lowe
Commissioner Powell
Excused: Commissioner Alioto
Commissioner Salomon
Commissioner Tarantino presided.

OCT 24 1978

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IN-SERVICE ACTIVITIES:

2515-78 Memorandum of Understanding between the Department of Social Services and the Civil Service Commission regarding the establishment of a Decentralized Personnel Unit - Department of Social Services.

October 2, 1978: Over to the next meeting.

Action: Adopt staff report.

RECRUITMENT AND EXAMINATIONS:

4290-78 Protests on Ratings, H-2 Firefighter examination, List E-26.

Action: 1. Adopt staff report regarding protests on veteran's preference claims. Deny protests.
2. All other protests over to a special meeting to be scheduled in two weeks.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

OCTOBER 16, 1978 - 2:00 P.M.

Present: Commissioner Tarantino
Commissioner Alioto
Commissioner Lowe, M.D.
Commissioner Salomon
Excused: Commissioner Powell
Commissioner Tarantino presided.

OCT 24 1978

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MINUTES:

Regular meeting of October 2, 1978.

Action: Approve.

CLASSIFICATION AND PAY:

- 1426-78 Classification of newly budgeted position "A101 Assistant Director, Art Commission."
September 6, 1978: Over to the meeting of September 18, 1978.
September 18, 1978: Over to the meeting of October 2, 1978.
October 2, 1978: Over to the meeting of October 16, 1978.
Action: Over to the meeting of November 6, 1978.
- 1434-78 Request to survey one position at the San Francisco Unified School District, Student Assignment Office.
October 2, 1978: Over to the meeting of October 16, 1978.
Action: Adopt staff report.
1. Establish new Class 2978 Student Assignment Manager (Sch. 41.2 \$697B842, 1516M1831). This salary in comparison with the department's recommended salary will result in a salary savings of \$7,812 annually. The School District is recommending (Sch. 47.6 \$943B1141, 2051M2482).
 2. Allocate one proposed new position to this class.
 3. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.
 4. The Commission stipulated that the examination is not to be held on a promotion basis only.
- 1451-78 Appeal of staff's denial of the request of Harold Fong for a supervisory differential adjustment under the provisions of Section IV-G of the Salary Standardization Ordinance.
Action: Over to the meeting of November 6, 1978.
- 1454-78 Request from the Department of City Planning to utilize the Staff Assistant, Special Project series for the staffing of three new Urban Mass Transportation Administration Grant Funded Programs.
October 2, 1978: Over to the meeting of October 16, 1978.
Action: Adopt staff report.

CLASSIFICATION AND PAY: (continued)

- 45478 Cont') 1. Approve utilization of Class 9744 Staff Assistant VI, Special Project (\$957 BW) to serve as Project Manager of the Center City Circulation Program.
2. Approve utilization of either Class 9740 Staff Assistant IV, Special Project (\$720 BW) or Class 9742 Staff Assistant V, Special Project (\$830 BW) to serve as Transportation Broker/Coordinator of the Joint Institutional Transportation Systems Management Program.

472-78 Classification of two new positions at the San Francisco International Airport.

Action: Adopt staff report.

1. Classify one new position budgeted in Class 1863 Senior Systems and Procedures Analyst (Sch. 41.0 \$691B834, 1503M1814) Special Project, to Class 1823 Senior Administrative Analyst (Sch. 41.9 \$721B870, 1568M1892).
2. Classify one new position requested in Class 1874 Senior Programmer Analyst (Sch. 39.9 \$655B792, 1425M1723) to Class 1872 Programmer Analyst (Sch. 36.9 \$570B688, 1240M1496). Classification of the new positions at these levels instead of the levels requested by the department will result in an annual salary savings of \$1,788, based on the maximum step.
3. Advise the department to submit a supplemental appropriation to adjust their budget.
4. Amend Annual Salary Ordinance Section 725010A accordingly.

473-78 Classification of one new position in Class 9180 Transportation Division Superintendent authorized in the 1978-79 budget for the Public Utilities Commission, San Francisco Municipal Railway.

Action: Adopt staff report.

1. Allocate one newly budgeted position at the San Francisco Municipal Railway to Class 9180 Transportation Division Superintendent (Sch. Z 44.6 \$818B989, 1779M2151). This amount has been budgeted and results in no change in cost.
2. Amend Annual Salary Ordinance Section 735010 to reflect this action; Remove "SC" symbol.

474-78 Survey of one vacant position in Class 1650 Accountant at the Employees' Retirement System.

Action: Adopt staff report.

1. Reallocate one vacant position in Class 1650 Accountant (Sch. Z 32.8 \$471B567, 1924M1233) to Class 1408 Principal Clerk (Sch. 31.8 \$449B541, 977M1177). This represents a savings of \$672 per year at the fifth step.
2. Amend Annual Salary Ordinance Section 697010 to reflect this action.
3. The Retirement System will submit a supplemental appropriation.

475-78 Classification of one new position authorized in the 1978-79 budget in the Department of Public Health, Central Office.

Action: Adopt staff report.

1. Allocate one new position budgeted in Class 1248 Assistant Division Manager, Personnel (Sch. 47.6 \$943B1141, 2051M2482) to Class 1246 Principal Personnel Analyst (Sch. 44.4 \$810B979, 1762M2129).
2. Amend Annual Salary Ordinance Section 513010 accordingly.

CLASSIFICATION AND PAY: (continued)

- 1475-78 (Cont') 3. Advise the department to submit a supplemental appropriation to adjust their budget. This action will result in a salary savings of \$4,236 per year at the maximum step.
- 1476-78 Request to utilize the Staff Assistant series for one position in the Office of the Medical Examiner/Coroner for a one year Health, Education and Welfare Grant Project.
- Action: Adopt staff report. Authorize the Office of the Medical Examiner/Coroner to use Class 9740 Staff Assistant IV, Special Project (\$720 BW) for a period of one year effective September 30, 1978.
- 1477-78 Request to utilize the Staff Assistant series for one position in the Mayor's Office to serve as Overall Manager of the Financial Information and Resources Management System (FIRM).
- Action: Adopt staff report. Authorize utilization of Class 9750 Staff Assistant IX, Special Project (\$1334 BW); Approve the temporary appointment of Peter Henschell.

IN-SERVICE ACTIVITIES:

- 2359-78 Appeal of medical rejection from Stuart I. Blumstein for Class 2528 Medical Steward.
- August 7, 1978: Over to the meeting of August 21, 1978.
- August 21, 1978: Over to the Meeting of September 6, 1978.
- September 6, 1978: (In Executive Session) Refer to Medical Specialist designated by the Retirement System at the Retirement System's expense.
- Action: Adopt staff report. Sustain decision of the Medical Examiner. Disqualify for employment in Class 2528 Medical Steward.
- 2502-78 Appeal of staff's denial for adjustment in salary for two employees in Class 8434 Supervising Probation Officer.
- Action: Adopt staff report. Deny appeal of Barbara Brooten and Leon Smith.
- 2516-78 Request from the Mayor's Office of Employment and Training for Exception to Order of Lay-Off.
- October 2, 1978: Over to the meeting of October 16, 1978.
- Action: Over to the next meeting.
- 2520-78 Proposed Amendments to Civil Service Commission Rule 33 - Resignation.
- October 2, 1978: Adopt staff report. Post for adoption at the meeting of October 16, 1978.
- Action: Adopt.
- 2533-78 Special Report regarding future employability of Gloria Davis.
- February 6, 1978: Over to the meeting of February 21, 1978.
- February 21, 1978: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.
- Action: Over to the next meeting.

IN-SERVICE ACTIVITIES: (continued)

2537-78 Resolution of commendation for Thomas Farrell, Civil Service Commission, upon his retirement after 36 years of service.

Action: Adopt.

MISCELLANEOUS:

3032-78 Reconsideration of Civil Service Commission action of September 6, 1978: From the heads of various departments requesting authorization to make non-civil service appointments.

September 6, 1978: 1. Disapprove Oral Authorization Number 8099 (Vote of 4 to 1: Commissioner Sing dissents.)

2. Approve Oral Authorization Numbers: 2149 - 2166 8095 - 8098
4541 - 4590 8100 - 8109
5844 - 5852

Action: Rescind action of September 6, 1978. Approve Oral Authoirzation Number 8099.

3033-78 From the heads of various departments requesting authorization to make non-civil service appointments.

Oral Authorization Numbers: 2204 - 2270 5855 - 5858
4661 - 4718 8133 - 8152

Action: Approve.

RECRUITMENT AND EXAMINATIONS:

40332-78 Appeal of staff's denial of protest of Mr. Reuben Epps as to examination for Class 8322 Senior Counselor.

Action: Over to the meeting of November 6, 1978.

40334-78 Appeal of staff's denial of protest regarding provisions of promotive examination announcement for Class 9154 Transit Control Chief Inspector.

Action: Adopt staff report. Deny appeal of Richard Conoly.

40336-78 Appeal of staff's denial of protest of examination announcement for Class 9189 Director of Planning, San Francisco Municipal Railway.

Action: Adopt staff report. Deny appeals of Michael Conbach, Carl Natvig, and Peter Straus. Amend announcement to include Class 5230 Traffic Engineer, and Class 5232 Senior Traffic Engineer; and require experience in a position involving traffic and/or transit planning of applicants in Classes 5208 Civil Engineer and 5210 Senior Civil Engineer.

40290-78 Protest on Ratings, H-2 Firefighter examination, List E-26. (The matter of Kenneth Parks only)

October 5, 1978: 1. Adopt staff report regarding protests on veteran's preference claims. Deny protests.

2. All other protests over to a special meeting to be scheduled in two weeks.

Action: The appeal of Kenneth Parks referred to staff.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

OCTOBER 16, 1978 - 3:00 P.M.

SEPARATION FROM SERVICE:

RESIGNATIONS:

- 5489-78 William Quist, 3248 Pianist, 2/E-1, San Francisco Community College District, 9/19/78.
Action: Off calendar.
- 5490-78 Lilia Medina, 9736 Staff Assistant III, TLT, Police Department, 9/8/78.
September 18, 1978: Over to the meeting of October 2, 1978.
October 2, 1978: Over to the meeting of October 16, 1978.
Action: (In Executive Session) Approve.
- 5491-78 Wayne C. Redus, 2991 Coordinator, 1/E-1, Human Rights Commission, 9/19/78.
October 2, 1978: Over to the meeting of October 16, 1978.
Action: Over to the meeting of November 6, 1978.
- 5493-78 Paul D. Fradella, 7560 Field Conservation Aide, CETA, Department of Public Works, 9/20/78.
Action: Over to the meeting of November 6, 1978.
- 5494-78 Kathleen Kessler, 2903 Eligibility Worker, 8/P-3, Department of Social Services, 9/28/78.
Action: Over to the meeting of November 6, 1978.
- 5495-78 Sophie Del Sarto, 1404 Clerk, 80/E-8, Department of Public Health, San Francisco General Hospital, 9/21/78.
Action: Approve. Cancel all current examination and eligibility status.
Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

TERMINATION OF TEMPORARY APPOINTMENT:

- 5496-78 Don Reed, 2760 Laundry Worker, 43/E-12, Department of Public Health, Laguna Honda Hospital, 9/6/78.
October 2, 1978: Over to the meeting of October 16, 1978.
Action: Approve. Cancel all current examination and eligibility status.
Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

TERMINATION OF LIMITED TENURE APPOINTMENTS:

- 5497-78 William Chin, 2760 Laundry Worker, CETA, Department of Public Health, Laguna Honda Hospital, 9/11/78.

TERMINATION OF LIMITED TENURE APPOINTMENTS: (continued)

- 5497-78 Action: Approve. Cancel all current examination and eligibility status.
(con't) Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.
- 5498-78 Willie Jackson, 2302 Orderly, CETA, Department of Public Health, San Francisco General Hospital, 8/22/78.
- September 6, 1978: Over to the meeting of September 18, 1978.
- September 18, 1978: Over to the meeting of October 2, 1978.
- October 2, 1978: Over to the meeting of October 16, 1978.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.
- 5499-78 Eugene Clements, 7560 Field Conservation Aide, CETA, Recreation and Park Department, 9/13/78.
- October 2, 1978: Over to the meeting of October 16, 1978.
- Action: Approve. No future employment with The City and County of San Francisco.
- 5500-78 James R. Wallace, 7560 Field Conservation Aide, CETA, Recreation and Park Department, 9/18/78.
- Action: Approve.
- 5501-78 Willie Hudson, 7560 Field Conservation Aide, CETA, Department of Public Works, 9/20/78.
- Action: Over to the meeting of November 6, 1978.
- 5502-78 Frederick L. Jones, 7560 Field Conservation Aide, CETA, Department of Public Works, 8/11/78.
- Action: Over to the meeting of November 6, 1978.
- 5503-78 Howard White, 7560 Field Conservation Aide, CETA, Department of Public Works, 9/22/78.
- Action: Over to the meeting of November 6, 1978.
- 5504-78 Rudy Williams, 7560 Field Conservation Aide, CETA, Department of Public Works, 8/11/78.
- Action: Over to the meeting of November 6, 1978.
- 5505-78 Regina Nisby, 1402 Junior Clerk, CETA, Public Library, 9/29/78.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience out side the City and County service.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

- 5506-78 Robert Quintanilla, 9163 Transit Operator, V340/E-112, Public Utilities Commission, San Francisco Municipal Railway, 8/21/78.
- October 2, 1978: Over to the meeting of October 16, 1978.
- Action: (In Executive Session) Dismiss from the service. Future employment subject to Medical Clearance by The Civil Service Commission Medical Examiner.
- 5507-78 Homer E. Reed, 8304 Deputy Sheriff, V12/E-9, Sheriff's Office, 8/4/78.
- August 21, 1978: Over to the meeting of September 6, 1978.
- September 6, 1978: Over to the meeting of September 18, 1978.
- September 18, 1978: Over to the meeting of October 2, 1978.
- October 2, 1978: Over to the meeting of October 16, 1978. The Sheriff to investigate the possibility of having two witness present.
- Action: (In Executive Session) Return name to list.
- 5508-78 David Opperman, 2908 Hospital Eligibility Worker, 27/E-1, Department of Public Health, San Francisco General Hospital, 8/21/78.
- October 2, 1978: Over to the meeting of October 16, 1978.
- Action: Over to the meeting of November 6, 1978.
- 5509-78 Victorio Conrado, 2920 Medical Social Worker, 53/E-23, Department of Public Health, San Francisco General Hospital, 9/4/78.
- September 18, 1978: Over to the meeting of October 2, 1978.
- October 2, 1978: Over to the meeting of October 16, 1978.
- Action: (In Executive Session) Return name to the list for Class 2586 Health Worker II.
- 5510-78 Jettie Harrison, 2910 Social Worker, 13/E-1, Department of Public Health, Central Office. 9/28/78.
- Action: Over to the meeting of November 6, 1978.
- 5511-78 Jacob Friedman, 1934 Storekeeper, 4/E-4, Purchasing Department, 10/5/78.
- Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.
- 5513-78 Rosemary Zimmerman, 1444 Clerk Stenographer, 2/E-7, Assessors's Office, 9/26/78.
- Action: Return name to list.

APPEALS OF AUTOMATIC RESIGNATIONS:

- 5514-78 William Pearson, 9163 Transit Operator, V19/E-109, Public Utilities Commission, San Francisco Municipal Railway, 9/21/78.
- Action: Over to the meeting of November 6, 1978.

APPEALS OF AUTOMATIC RESIGNATIONS: (continued)

5515-78 Ted M. Grandison, 7520 Street Cleaner, 20/E-7, Department of Public Works, 9/20/78.

Action: Over to the meeting of November 6, 1978.

TERMINATION OF TEMPORARY APPOINTMENT: (continued)

5516-78 Donald Jones, Q2 Police Officer, 608.5/E-90M, Police Department, 8/23/78.

Action: Over to the meeting of November 6, 1978.

Calendar - 11-11-78
CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

NOVEMBER 6, 1978 - 2:00 P.M.

Present: Commissioner Tarantino
Commissioner Alioto
Commissioner Lowe
Commissioner Powell
Commissioner Salomon
Commissioner Tarantino presided.

NOV 15 1978

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MINUTES:

Regular meeting of October 16, 1978.

Action: Approve

CLASSIFICATION AND PAY:

1426-78 Classification of newly budgeted position "A101 Assistant Director, Art Commission."

September 6, 1978: Over to the meeting of September 18, 1978.

September 18, 1978: Over to the meeting of October 2, 1978.

October 2, 1978: Over to the meeting of October 16, 1978.

October 16, 1978: Over to the meeting of November 6, 1978.

Action: Adopt addendum staff report as amended to modify minimum qualifications reducing experience requirement from four years to two years.

1. Establish Class 1565 Assistant Director, Art Commission (Sch. J, Z 40.1 \$661B800, 1438M1740). This salary, which has been approved by the department, represents an annual savings over the budgeted rate of \$4,056 at the fifth step.
2. Abolish Class 1560 Assistant Director and Secretary, Art Commission when the incumbent is not adversely affected.
3. Amend Annual Salary Ordinance Section 113010 to reflect this action.
4. Advise the department to submit a supplemental appropriation request.
5. The Commission stipulated that the Qualifications Appraisal Board to be composed exclusively of individuals not in the employ of the City and County of San Francisco.

1451-78 Appeal of staff's denial of the request of Harold Fong for a supervisory differential adjustment under the provisions of Section IV-G of the Salary Standardization Ordinance.

October 16, 1978: Over to the meeting of November 6, 1978.

Action: Adopt staff report. Deny request of Harold Fong for supervisory differential adjustment under the provisions of Section IV-G of the Salary Standardization Ordinance.

1488-78 Classification of one new position at the San Francisco Unified School District, Cafeteria Division.

Action: Deny staff report.

CLASSIFICATION AND PAY: (continued)

- 1492-78 Classification of one new position approved in the 1978-79 budget for the San Francisco Public Library.
Action: Adopt staff report.
1. Allocate one new position to Class 1654 Principal Accountant (Sch. 40.8 \$684B826, 1488M1797). There is no additional cost, since the position was funded in the 1978-79 budget.
 2. Amend Salary Ordinance Section 631010 to remove the "SC" symbol.
- 1493-78 Survey of two positions in Class 3542 Curator II, Asian Art Museum.
Action: Deny staff report.
- 1494-78 Survey of one position in Class 1880 Chief of Systems in the Public Utilities Commission Computer Center.
Action: Deny staff report.
- 1496-78 Request to utilize the Staff Assistant, Special Project series for three positions in the Office of the Controller to serve as Systems Accountants for the Fiscal System Project pending final classification action.
Action: Deny staff report. Disapprove the request of the Controller to utilize staff assistant classes.
- 1497-78 Request to utilize the Staff Assistant, Special Project series to hire three Specialists in the Police Department for a Federally funded project entitled "Improving Police Services to Language Minorities."
Action: Deny staff report. Disapprove the request of the San Francisco Police Department to utilize the staff assistant classes.
- 1499-78 Survey of two Electronic Data Processing series of classification: Electronic Data Processing Operator series and Control Clerk series.
Action: Off calendar. Interested parties to submit written statements within two weeks.
- 1500-78 Survey of five positions in Class 1722 Tabulating Machine Operator.
Action: Off calendar. Interested parties to submit written statements within two weeks.
- 1512-78 Classification of one position authorize in the 1978-79 budget for the Police Department, Support Services Bureau.
Action: Over to the meeting of November 20, 1978. (Vote of 3 to 2: Commissioners Tarantino and Lowe dissent)
- 1518-78 Classification of two positions authorized in the 1978-79 budget for the Police Department, Support Services Bureau, Crime Laboratory.
Action: Over to the meeting of November 20, 1978. (Vote of 3 to 2: Commissioners Tarantino and Lowe dissent)

CLASSIFICATION AND PAY: (continued)

- 1520-78 Survey of two positions in the Police Department, Administration Bureau, Fiscal Division.
- Action: Over to the meeting of November 20, 1978. (Vote of 3 to 2: Commissioners Tarantino and Lowe dissent)
- 1521-78 Request to utilize the Staff Assistant, Special Project series in the Mayor's Office to implement Phase III and IV of the Financial Information and Resources Management Program (FIRM).
- Action: Deny staff report. Disapprove the request of the Mayor's Office to utilize Staff Assistant classification.
- 1522-78 Request from the San Francisco Municipal Railway to utilize the Staff Assistant, Special Project series to hire a Light Rail Vehicle Equipment Engineer.
- Action: Adopt staff report as amended. Approve utilization of Class 9744 Staff Assistant VI for a position of Light Rail Vehicle Equipment Engineer for a period of two months.
- 1523-78 Request of various department for approval subject to the provisions of Section 1.3 of the 1978-79 Annual Salary Ordinance for overtime compensation to be paid employees in various classifications designated by the "Z" Symbol.
- Action: Adopt staff report.
1. Approve requests for overtime compensation for employees in classifications designated in the report, for Fiscal Year 1978-79.
 2. Approve overtime compensation for employees in classes designated by the "Z" Symbol in the Wastewater Management Program retroactive to January 1, 1978. (Vote of 4 to 1: Commissioner Salomon dissent)

IN-SERVICE ACTIVITIES:

- 2523-78 Request permission to work temporary in Class 1242 Personnel Analyst while serving probation in Class 1240 Assistant Personnel Analyst.
- Action: Over to the meeting of November 20, 1978.
- 2527-78 Request for appointment above the entrance rate for employee in Class 9102 Transit Car Cleaner, San Francisco Municipal Railway.
- Action: Adopt staff report. Approve the permanent appointment of John Byrd at Step 5 in the compensation schedule established for Class 9102 Transit Car Cleaner pending the Controller's certification that funds are available.
- 2533-78 Special Report regarding future employability of Gloria Davis.
- February 6, 1978: Over to the meeting of February 21, 1978.
- February 21, 1978: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.
- October 16, 1978: Over to the next meeting.
- October 24, 1978: Over to the meeting of November 6, 1978.
- Action: Off Calendar.

IN-SERVICE ACTIVITIES: (continued)

- 2534-78 Request for appointment above the entrance rate for employee in Class 2230 Physician Specialist, Department of Public Health.
- Action: Adopt staff report. Approve the permanent appointment of June Fisher, M.D. at Step 5 in the compensation schedule established for Class 2230 Physician Specialist pending the Controller's certification that funds are available.
- 2554-78 Request for appointment above the entrance rate for employee in Class 2112 Medical Record Technician, Department of Public Health.
- Action: Adopt staff report. Approve the permanent appointment of Thomas Williams, at Step 4 in the compensation schedule established for Class 2112 Medical Technician pending the Controller's certification that funds are available.
- 2567-78 From the City Attorney: Request to approve settlement in the amount of \$13,800.00 plus interest in the matter of Civil Service Association - Local 400 and Lester Stevens versus the City and County of San Francisco et al.
- Action: Approve.
- 2578-78 Request from the Mayor's Office of Employment and Training for Exception to the Order of Lay-Off.
- Action: Approve Exception to the Order of Lay-Off for the Special Project CETA participants designated in the request as authorized by Civil Service Commission Rule 32, Section 32.05 (a).
- 2738-77 Complaint alleging discrimination on a Rule of Three appointment offer (CSC Rule 1.03f).
- January 4, 1978: Over to the meeting of February 6, 1978.
- February 6, 1978: Over to the meeting of February 21, 1978.
- February 21, 1978: Off calendar. Staff to consult with attorney for appellant concerning requests for matters to be further investigated.
- September 6, 1978: Off calendar.

MISCELLANEOUS:

- 3034-78 Request from the Mayor's Office of Community Development, Public Services to back-date the following requisitions:
- | | | |
|---------|-------------------------------|---------|
| T-80013 | 1444 Clerk Stenographer | 10/1/78 |
| T-80014 | 9971 Community Worker | 10/1/78 |
| T-80015 | 1840 Jr. Management Assistant | 10/1/78 |
| T-80016 | 9740 Staff Assistant | 10/1/78 |
- Action: Approve as recommended by Committee.
- 3035-78 From the heads of various departments requesting authorization to make non-civil service appointments.
- | | | |
|-----------------------------|-------------|---------------|
| Oral Authorization Numbers: | 2271 - 2319 | - 5859 - 5860 |
| | 4719 - 4764 | 8153 - 8177 |
- Action: 1. Disapprove oral authorization numbers 4732 and 4744.
2. Approve all other oral authorization numbers.

RECRUITMENT AND EXAMINATION:

40225-78 Q-2 Police Officer Special Report: Appeal of medical rejection from John R. Amoroso, Rank 452/E-90.

Action: Adopt staff report. Sustain medical rejection.

40290-78 Protests on Ratings, H-2 Firefighter examination, List E-26.

October 5, 1978: 1. Adopt staff report regarding protests on veteran's preference claims. Deny protests.

2. All other protests over to a special meeting to be scheduled in two weeks.

October 16, 1978: The appeal of Kenneth Parks referred to staff.

October 24, 1978: 1. Grant appeals of Kevin Callanan, John Casey, Steve Karnler, Greg Owyang, Richard Rege, Michael Reidy, Richard Slattery, Wayne Stewart, James Tacchi, Frederick Wahlstrom, and Kenneth Parks.

2. Deny appeals of Dennis Cashman and Ken Orlando.

3. Appeal of John Burkhardt over to the meeting of November 6, 1978.

Action: Adopt staff report. Cancel John Burkhardt's physical performance test scores; Allow Mr. Burkhardt to participate in the physical performance test to be administered to candidates returning from Active Military Service.

0332-78 Appeal of staff's denial of protest of Mr. Reuben Epps as to examination for Class 8322 Senior Counselor.

October 16, 1978: Over to the meeting of November 6, 1978.

Action: Adopt staff report. Deny appeal of Reuben Epps. (Vote of 4 to 1: Commissioner Powell dissent).

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING PART II

NOVEMBER 6, 1978 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

TERMINATIONS OF TEMPORARY APPOINTMENTS:

5517-78 Donald Jones, Q2 Police Officer, 608.5/E-90M, Police Department, 8/23/78.

October 16, 1978: Over to the meeting of November 6, 1978.

Action: Over to the meeting of November 20, 1978.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5518-78 Willie Hudson, 7560 Field Conservation Aide, CETA, Department of Public Works, 9/20/78.

October 16, 1978: Over to the meeting of November 6, 1978.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5519-78 Frederick L. Jones, 7560 Field Conservation Aide, CETA, Department of Public Works, 8/11/78.

October 16, 1978: Over to the meeting of November 6, 1978.

Action: Approve. Refer to the Mayor's Office of Employment and Training for other employment under CETA after medical clearance by the Civil Service Commission Medical Examiner.

5520-78 Howard White, 7560 Field Conservation Aide, CETA, Department of Public Works, 9/22/78.

October 16, 1978: Over to the meeting of November 6, 1978.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5521-78 Rudy Williams, 7560 Field Conservation Aide, CETA, Department of Public Works, 8/11/78.

October 16, 1978: Over to the meeting of November 6, 1978.

Action: Approve. Refer to the Mayor's Office of Employment and Training for other employment under CETA after medical clearance by the Civil Service Commission Medical Examiner.

5522-78 James R. Carter, 7560 Field Conservation Aide, CETA, Department of Public Works, 10/4/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS: (continued)

5523-78 Arthur L. Johnson, 7560 Field Conservation Aide, CETA, Department of Public Works, 10/2/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5524-78 Thomas U. Lindsey, 7560 Field Conservation Aide, CETA, Department of Public Works, 10/4/78.

Action: Approve. Refer to the Mayor's Office of Employment and Training for other employment under CETA.

5525-78 Reconsideration of Civil Service Commission Action of October 2, 1978: Joseph Lovari, 7560 Field Conservation Aide, CETA, Public Utilities Commission, San Francisco Municipal Railway, 8/24/78.

September 18, 1978: Over to the meeting of October 2, 1978.

October 2, 1978: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

Action: 1. Rescind action of October 2, 1978.
2. Approve without restriction on future employment.

5526-78 Cecilia P. Vicuna, 9210 Airport Police Officer, TLT, Airports Commission, 10/18/78.

Action: Off calendar. No action taken.

5527-78 Arlene V. Cajulao, 1424 Clerk Typist, CETA, Asian Art Museum, 10/20/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5528-78 Ida Stewart, 2302 Orderly, TLT, Department of Public Health, Laguna Honda Hospital, 8/29/78.

Action: Off calendar. No action taken.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5529-78 Jettie Harrison, 2910 Social Worker, 13/E-1, Department of Public Health, Central Office, 9/28/78.

October 16, 1978: Over to the meeting of November 6, 1978.

Action: Return name to list. Not to be employed again by the Department of Public Health.

5530-78 David Opperman, 2908 Hospital Eligibility Worker, 27/E-1, Department of Public Health, San Francisco General Hospital, 9/8/78.

October 2, 1978: Over to the meeting of October 16, 1978.

October 16, 1978: Over to the meeting of November 6, 1978.

Action: Over to the meeting of November 20, 1978.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance) (continued)

5531-78 Evangeline Sambo, 2320 Registered Nurse, 7/E-451, Department of Public Health, San Francisco General Hospital 10/30/78.

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5532-78 Dorothy Franklin, 2708 Custodian, 131.1/E-59, Airports Commission, 10/13/78.

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5533-78 Robert Richardson, 2708 Custodian, 82/E-59, Real Estate, 10/19/78.

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5534-78 John Martin, 1426 Sr. Clerk Typist, 95/E-105, District Attorney, 10/24/78.

Action: Over to the meeting of November 20, 1978.

5535-78 Gerald E. Durant, 7338 Electrical Line Worker, 6/E-9, Department of Electricity, 10/6/78.

Action: Return name to list under waiver until evidence is submitted from a recognized education institution certifying ability to read and write at a level sufficient to perform the duties of this class. Not to be employed again by the Department of Electricity.

RESIGNATIONS:

5536-78 Wayne C. Redus, 2991 Coordinator, 1/E-1, Human Rights Commission, 9/19/78.

October 2, 1978: Over to the meeting of October 16, 1978.

October 16, 1978: Over to the meeting of November 6, 1978.

Action: Approve.

5537-78 Paul D. Fradella, 7560 Field Conservation Aide, CETA, Department of Public Works, 9/20/78.

October 16, 1978: Over to the meeting of November 6, 1978.

Action: Approve.

5538-78 Kathleen Kessler, 2903 Eligibility Worker, 8/P-3, Department of Social Services, 7/28/78.

October 16, 1978: Over to the meeting of November 6, 1978.

Action: Approve.

5539-78 Lyle L. Hartman, 1656 Head Accountant, 2/P-4, Department of Public Health, San Francisco General Hospital, Medical Center, 4/21/78.

Action: Approve. No future employment with the City and County of San Francisco.

APPEALS OF AUTOMATIC RESIGNATIONS:

5540-78 William Pearson, 9163 Tranist Operator, V19/E-109, Public Utilities Commission, San Francisco Municipal Railway, 9/21/78.

October 16, 1978: Over to the meeting of November 6, 1978.

Action: Deny appeal. Approve automatic resignation.

5541-78 Ted Grandison, 7520 Street Cleaner, 20/E-7, Department of Public Works, 9/20/78.

October 16, 1978: Over to the meeting of November 6, 1978.

Action: Grant Appeal. Disapprove automatic resignation. Authorize leave of absence without pay in accordance with the provisions of Civil Service Commission Rule 22. Properly executed leave forms must be submitted to cover all periods of absence.

5542-78 Sandra Swift, 1632 Sr. Account Clerk, 41/P-6, Department of Public Works, 10/5/78.

Action: Deny Appeal. Approve automatic resignation.

5543-78 Reconsideration of Automatic Resignation:
Henri A. Morgan, 1404 Clerk, TLT, Mayor's Office of Employment and Training - Administrative, 8/3/78.

Action: 1. Rescind administrative action of August 21, 1978.
2. Approve.
3. Refer to the Mayor's Office of Employment and Training for other employment under CETA after medical clearance by the Civil Service Commission Medical Examiner.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

NOVEMBER 20, 1978 - 2:00 P.M.

Present: Commissioner Tarantino
Commissioner Alioto
Commissioner Lowe
Commissioner Powell
Excused: Commissioner Salomon
Commissioner Tarantino presided.

MINUTES:

Regular meeting of November 6, 1978.

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Action: Approve.

DOCUMENTS DEPT.
S.F. PUBLIC LIBRARY

IN-SERVICE ACTIVITIES:

2442-78 Appeal of medical rejection from James Moran for Class 7334 Stationary Engineer.

Action: Over to the meeting of December 4, 1978.

2443-78 Appeal of medical rejection from Alfonzo Berry for Class 8214 Parking Control Officer.

Action: Refer to medical specialist for evaluation and recommendation at Mr. Berry's expense.

2444-78 Complaint alleging age discrimination in the decision not to convert an appointment in Class 1650 Accountant from non-civil service to limited tenure with the Mayor's Office of Employment and Training.

Action: Over to the meeting of December 4, 1978

2523-78 Request permission to work temporary in Class 1242 Personnel Analyst while serving probation in Class 1240 Assistant Personnel Analyst.

November 6, 1978: Over to the meeting of November 20, 1978.

Action: Adopt staff report. Allow Alvin Schaaf to work as a temporary 1242 Personnel Analyst while serving probation in Class 1240 Assistant Personnel Analyst, Public Utilities Commission, San Francisco Municipal Railway.

2559-78 Appeal of Civil Service Medical Examiner's denial of reinstatement to Class 9163 Transit Operator from Class 9126 Transit Traffic Checker obtained by original disability transfer.

Action: Over to the meeting of December 4, 1978.

2570-78 Request for appointment above the entrance rate for permanent appointees in Classifications 2320 Registered Nurse, 2323 Clinical Nurse Specialist, 2328 Nurse Practitioner and 2340 Operating Room Nurse, Department of Public Health.

Action: Adopt staff report. Approve request that permanent employees who are re-appointed following resignation in the above classifications be reappointed at the salary step such employees were receiving at the time of resignation. This approval will terminate June 30, 1979.

IN-SERVICE ACTIVITIES: (continued)

- 2580-78 Request for appointment above the entrance rate for employee in Class 7416 Book Repairer, San Francisco Public Library.
- Action: Adopt staff report. Approve the permanent appointment of Carrie Davis at Step 3 in the compensation schedule established for Class 7416 Book Repairer pending the Controller's certification that funds are available.
- 2590-78 Request from the Mayor's Office of Employment and Training for Exception to the Order of Lay-Off.
- Action: Approve Exception to the Order of Lay-Off for the Special Project CETA participants designated in the request as authorize by Civil Service Commission Rule 32, Section 32.05 (a).
- 2592-78 Request for appointment above the entrance rate for employee in Class 3632 Librarian II, San Francisco Public Library.
- Action: Adopt staff report. Approve the permanent appointment of Susan Bizio at Step 4 in the compensation schedule established for Class 3632 Librarian II pending the Controller's certification that funds are available.
- 2599-78 Proposed Amendment to Sections 16.10 through 16.16-2 of the Administrative Code governing vacations.
- Action: Adopt staff report. Forward to the Board of Supervisors.
- 2600-78 Proposed Amendment to Article V, Section 16.93, of the San Francisco Administrative Code to authorize the Civil Service Commission to receive payroll deductions.
- Action: Approve and forward to the Board of Supervisors.
- 2737-77 Complaint alleging discrimination on a Rule of Three appointment offer (CSC Rule 1.03f).
- January 4, 1978: Over to the meeting of February 6, 1978.
- February 6, 1978: Over to the meeting of February 21, 1978.
- February 21, 1978: Off calendar. Staff to consult with attorney for appellant concerning requests for matters to be further investigated.
- September 6, 1978: Off calendar.
- November 6, 1978: Over to the meeting of November 20, 1978.
- Action: Deny appeal of Vetalino A. Kempis.

CLASSIFICATION AND PAY:

- 1512-78 Classification of one position authorized in the 1978-79 budget for the Police Department, Support Services Bureau.
- November 6, 1978: Over to the meeting of November 20, 1978. (Vote of 3 to 2 Commissioners Tarantino and Lowe dissent)
- Action: Adopt staff report.
1. Classify one new position enumerated in the budget in Class 1844 Senior Management Assistant (Sch. 37.9 \$596B721) as requested.
 2. Amend Annual Salary Ordinance Section 161011 accordingly; Remove "SC" Symbol.

CLASSIFICATION AND PAY: (continued)

13-78 Retitling of Class 1168 Director, Health Care Services.

Action: Adopt staff report.

1. Retitle Class 1168 Director, Health Care Services (Sch. Z 60.4 \$1740B2115) to Class 1168 Director of Health and amend class specification.
2. Advise the department to reflect title change in their next Annual Budget for Fiscal Year 1979-80.

18-78 Classification of two positions authorized in the 1978-79 budget for the Police Department, Support Services Bureau, Crime Laboratory.

November 6, 1978: Over to the meeting of November 20, 1978. (Vote of 3 to 2: Commissioners Tarantino and Lowe dissent)

Action: Adopt staff report.

1. Classify two new positions in Class 8251 Fingerprint Technician III (Sch. 33.0 \$475B572, 1033M1244) as requested.
2. Amend Annual Salary Ordinance Section 161011 accordingly; Remove "SC" symbol for these positions. Funding for one position is effective on January 1, 1979; Funding for the second position is effective on April 1, 1979.

20-78 Survey of two positions in the Police Department, Administration Bureau, Fiscal Division.

November 6, 1978: Over to the meeting of November 20, 1978. (Vote of 3 to 2: Commissioners Tarantino and Lowe dissent)

Action: Adopt staff report.

1. Classify one new position enumerated in the budget in Class 1218 Payroll Supervisor (Sch. 36.5 \$560B674, 1218M1466) to Class 1224 Principal Payroll and Personnel Clerk (Sch. 30.8 \$430B517, 935M1124). This action will result in a salary savings of \$342 per month based on the maximum step.
2. Reclassify one position in Class 1220 Payroll Clerk (Sch. 26.6 \$356B426, 774M927) to Class 1222 Senior Payroll and Personnel Clerk (Sch. 28.6 \$390B467, 848M1016) when this action does not adversely affect the incumbent. This reclassification will cost an additional \$89 per month based on the maximum step.
3. Advise the Police Department to submit a supplemental appropriation reflecting these actions. The total reclassification action will result in a salary savings of \$253 per month, or \$3,036 a year.
4. Amend Annual Salary Ordinance Section 161011 accordingly.

45-78 Request from the San Francisco Municipal Railway to utilize the Staff Assistant, Special Project series to hire a Safety Systems Engineer and a Signal Systems Engineer for the Muni-Metro System.

Action: Adopt staff report. Approve utilization of Class 9744 Staff Assistant VI for a position of Safety Systems Engineer and Class 9746 Staff Assistant VII for a position of Signal Systems Engineer. This authorization is until June 30, 1978: During this period permanent positions will be budgeted and classification action will take place.

CLASSIFICATION AND PAY: (continued)

1553-78 Classification of one position authorized in the 1978-79 budget for the Police Department, Planning and Research Bureau, Crime Analysis Division.

Action: Adopt staff report.

1. Classify one new position in Class 1804 Statistician (Sch. Z 38.0 \$599B724) as requested.
2. Amend Annual Salary Ordinance Section 161011 accordingly; Remove "SC" symbol. There is no additional cost since the funding was previously authorized in the annual budget.

1556-78 Classification of one budgeted position in the Department of Public Health, San Francisco General Hospital/Medical Center.

Action: Adopt staff report.

1. Allocate one position identified in the budget as A138N Critical Care Coordinator (Sch. 43.3 \$769B929, 1673M2021) to Class 2324 Nursing Supervisor (Sch. 40.8 \$684B826, 1488M1797).
2. Amend Section 577012 of the Annual Salary Ordinance accordingly.
3. Advise the department to submit a supplemental appropriation to adjust their budget. This action will result in a salary savings of \$224 per month based on the maximum step.

1557-78 Classification of one position approved in the 1978-79 budget for the Retirement System.

Action: Adopt staff report.

1. Allocate one new position to Class 1652 Senior Accountant (Sch. 36.8 \$567B684, 1233M1488) as requested. Since this position was funded in the 1978-79 budget, there is no additional cost.
2. Amend Annual Salary Ordinance Section 697010 accordingly; Remove the "SC" symbol.

1558-78 Classification of one new position approved in the 1978-79 budget for the District Attorney's Office, Family Support Bureau.

Action: Adopt staff report.

1. Allocate one new position to Class 1864 Senior Systems and Procedures Analyst (Sch. 41.0 \$691B834, 1503M1814) as requested. Since this position was funded in the 1978-79 budget, there is no additional cost.
2. Amend Annual Salary Ordinance Section 141011 accordingly; Remove "SC" symbol.

1559-78 Report from the General Manager, Personnel regarding status of Salary Survey.

No action taken. Oral report.

MISCELLANEOUS:

3036-78 Request from various departments to back-date requisitions:

T-80036	9364 Superintendent of Maintenance & Repair	10/11/78	Port
F-80002	2220 Physician	09/01/78	Retirement System

Action: Approve as recommended by Committee.

MISCELLANEOUS: (continued)

037-78 From the heads of various departments requesting authorization to make non-civil service appointments.

Oral Authorization Numbers: 2320 - 2363 8178 - 8189
4765 - 4824

Action: Approve.

RECRUITMENT AND EXAMINATION:

369-78 Appeal of staff's denial of protest regarding challenge of eligible in examination for Class 8324 Supervising Counselor, Juvenile Hall.

Action: Adopt staff report. Deny appeal of Richard Perino. Adopt eligible list.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

NOVEMBER 20, 1978 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

TERMINATIONS OF TEMPORARY APPOINTMENTS:

- 5544-78 Donald Jones, Q2 Police Officer, 608.5/E-90M, Police Department, 8/23/78.
October 16, 1978: Over to the meeting of November 6, 1978.
November 6, 1978: Over to the meeting of November 20, 1978.
Action: Approve. Refer to Employment Counseling to explore other job opportunities.
- 5545-78 Frank J. Schroeder, 7306 Automotive Body and Fender Worker, 6/E-6, Public Utilities Commission, San Francisco Municipal Railway, 10/31/78.
Action: Off calendar. (deceased)
- 5546-78 Dolores Hopkins, 2615 School Lunchroom Helper, 160/E-6, San Francisco Unified School District, Cafeteria Department, 10/24/78.
Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

TERMINATION OF LIMITED TENURE APPOINTMENT:

- 5547-78 Stephanie Johnson, 2302 Orderly, TLT, Department of Public Health, Laguna Honda Hospital, 10/18/78.
Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

- 5548-78 David Opperman, 2908 Hospital Eligibility Worker, 27/E-1, Department of Public Health, San Francisco General Hospital - Medical Center, 9/8/78.
October 2, 1978: Over to the meeting of October 16, 1978.
October 16, 1978: Over to the meeting of November 6, 1978.
November 6, 1978: Over to the meeting of November 20, 1978.
Action: Over to the meeting of December 4, 1978.
- 5549-78 Robert Richardson, 2708 Custodian, 82/E-59, Real Estate Department - Civic Auditorium, 10/19/78.
November 6, 1978: Over to the meeting of November 20, 1978.
Action: Return name to permanent holdover roster. Not to be employed by the Real Estate Department again.

RESIGNATIONS:

5550-78 Rufus Abercrombie, 9163 Transit Operator, 135/E-109, Public Utilities Commission, Municipal Railway, 6/13/78.

Action: Approve. Not to be employed by the Public Utilities Commission, San Francisco Municipal Railway again.

5551-78 Vetter Ray, 2320 Registered Nurse, TLT, Department of Public Health, San Francisco General Hospital, 9/9/78.

Action: Approve. Not to be employed by the Department of Public Health again.

5552-78 Gregory Walker, 1920 Inventory Clerk, CETA, San Francisco Unified School District, Special Project, 10/13/78.

Action: Approve.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

DEC 12 1978

REGULAR MEETING - PART I

DOCUMENTS DEPT.
CIVIL SERVICE COMMISSION

DECEMBER 4, 1978 - 2:00 P.M.

Present: Commissioner Tarantino
Commissioner Salomon
Commissioner Alioto
Commissioner Lowe
Commissioner Powell
Commissioner Tarantino presided.

MINUTES:

Regular meeting of November 20, 1978.

Action: Approve.

IN MEMORIAM

Resolution in memory of

The Honorable George R. Moscone, Mayor of the City and County of San Francisco.

The Honorable Harvey Milk, Supervisor, 5th District.

Action: Adopt.

ANNOUNCEMENTS:

Recordation of vote in Executive Session of November 20, 1978, authorizing the City Attorney to enter into an agreement with respect to future Q2 Police Officers recruitment and selection procedures, Officers for Justice versus the Civil Service Commission. Vote of 3 to 1: Commissioner Powell dissenting (Commissioner Salomon excused).

Action: On the motion by Commissioner Salomon to reconsider: Calendar for Public Hearing at the meeting of December 18, 1978.

IN-SERVICE ACTIVITIES:

2442-78 Appeal of medical rejection from James Moran, Class 7334 Stationary Engineer.

November 20, 1978: Over to the meeting of December 4, 1978.

Action: Refer to medical specialist at own expense.

2444-78 Complaint alleging age discrimination in the decision not to convert an appointment in Class 1650 Accountant from non-civil service to limited tenure with the Mayor's Office of Employment and Training.

November 20, 1978: Over to the meeting of December 4, 1978.

Action: Over to the meeting of December 18, 1978.

2521-78 Proposed deletion of Civil Service Commission Rule 37 - Blanketing in of Child Care Centers Employees; and Rule 38 - Emergency Employment Act.

October 2, 1978: Refer to Standing Committee on Charter and Rules Revision.

November 17, 1978: Forward to the Full Commission with the recommendation to delete.

Action: Post for deletion at the meeting of December 18, 1978.

IN-SERVICE ACTIVITIES: (continued)

- 2533-78 Special Report regarding future employability of Gloria Davis.
- February 6, 1978: Over to the meeting of February 21, 1978.
- February 21, 1978: Approve. Cancel all current examination and eligibility status. Future meployment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.
- October 16, 1978: Over to the next meeting.
- October 24, 1978: Over to the meeting of November 6, 1978.
- November 6, 1978: Off calendar.
- Action: 1. Rescind action of February 21, 1978.
2. Approve termination of limited tenure appointment without restriction on future employment.
- 2548-78 Temporary appointments of Jacquelyne Gorton and Edna Winkler in Class 2326 Nursing Supervisor, Psychiatric, Department of Public Health, San Francisco General Hospital/Medical Center.
- Action: Adopt staff report. Allow Jacquelyne Gorton and Edna Winkler to work in Class 2326 Nursing Supervisor, Psychiatric while serving probation in Class 2323 Clinical Nurse Specialist.
- 2559-78 Appeal of Civil Service Medical Examiner's denial of reinstatement to Class 9163 Transit Operator from Class 9126 Transit Traffic Checker obtained by original disability transfer.
- November 20, 1978: Over to the meeting of December 4, 1978.
- Action: Over to the meeting of December 18, 1978.
- 2560-78 Request return of Sick Leave Days to Benny Jones, 7514 General Laborer, Public Utilities Commission, San Francisco Municipal Railway.
- Action: Adopt staff report. Return 28 days of sick leave with pay to Benny Jones, Class 7514 General Laborer, San Francisco Municipal Railway.
- 2606-78 Request for approval to appoint eligibles above the entrance rate in Class 5161 Water Purification Assistant Division Manager.
- Action: Adopt staff report. Approve request that recruitment for the permanent position be made at Step 5 of the salary schedule for Class 5161 Water Purification Assistant Division Manager.
- 2612-78 Request from the Mayor's Office of Employment and Training for Exception to the Order of Lay-Off.
- Action: Approve Exception to the Order of Lay-Off for the Special Project CETA participants designated in the request as authorized by Civil Service Commission Rule 32, Section 32.05 (a).
- 2623-78 Special Report: Review of non-civil service employment record of Lillian Antulov, Class 2320 Registered Nurse, Department of Public Health, San Francisco General Hospital.
- Action: Adopt staff report. Cancel all current examination and eligibility status. No future employment with the Department of Public Health.
- 2627-78 Public Hearing on Civil Service Commission Budget Request, Fiscal Year 1979-80.
- No action taken.

CLASSIFICATION AND PAY:

1548-78 , Retitling and Amendment of specification for Class 7283 Track and Maintenance Superintendent, San Francisco Municipal Railway.

Action: Adopt staff report.

1. Retitle Class 7283 Track and Maintenance Superintendent, San Francisco Municipal Railway.
2. Amend class specification.
3. Amend Annual Salary Ordinance Section 735010 accordingly.

1571-78 Classification of two positions approved in the San Francisco Unified School District budget (1978-79).

Action: Adopt staff report.

1. Classify one new position in Class 7233 Glazier Supervisor I (Sch. 41.1 \$694B838) and one new position in Class 7236 Locksmith Supervisor I (Sch. 44.0 \$796B961).
2. Advise the San Francisco Unified School District to amend their Annual Salary Resolution accordingly.
3. No additional cost is involved as the positions classified in this report are included in the current School District Budget (1978-79).

1572-78 Classification of one new position authorized in the 1978-79 budget for the Department of Public Health, Community Mental Health Services.

Action: Adopt staff report.

1. Allocate one new position identified in the budget as A102 Coordinator of Gay Services, (Sch. J \$498BW, 1083MO) to Class 2588 Health Worker IV (Sch. 32.4 \$463B557, 1007M1211).
2. Amend Annual Salary Ordinance Section 563010 accordingly.
3. Advise the department to submit a supplemental appropriation to adjust their budget. The budgeted class had a flat rate of \$1083 per month, while the proposed class has a range of \$1007-1211 per month. Thus, the proposed class at Step 1 is \$76 a month less, and at Step 5 is \$128 a month more. (Vote of 3 to 1 Commissioner Alioto dissenting; Commissioner Salomon momentarily excused.)

1581-78 Classification of one new position authorized in the budget of the Department of Public Health, San Francisco General Hospital/Medical Center.

Ation: Adopt staff report.

1. Allocate one new position identified in the 1976-77 budget as A101 Infection Control Coordinator (Sch. 39.8 \$652B788, 1418M1714) to 2322 Head Nurse (Sch. 39.8 \$652B788, 1418M1714).
2. Amend class specification of 2322 Head Nurse.
3. Amend Annual Salary Ordinance Section 557012 accordingly. Since the rate of pay for Class 2322 Head Nurse is equivalent to the amount budgeted for A101 Infection Control Coordinator. This classification action will not result in an increase of the Department of Public Health's budget.

1586-78 Classification of 37 new Station Agent positions approved in the Public Utilities Commission, San Francisco Municipal Railway budget (1978-79) to staff the Muni-Metro System.

1581-78
(CONT')

1. Adopt a new classification of 9131 Station Agent (Sch. J 32.8 \$471B567, 1024M1233); Allocate 33 newly budgeted positions to this new class.
2. Adopt a new classification of 9132 Supervising Station Agent (Sch. J \$554B668, 1205M1453); Allocate 4 newly budgeted positions to this new class.
3. Delete the following positions as enumerated in the budget.
 - a. 33 - A101 Station Agents, effective May 1, 1979 (Sal. \$446B536)
 - b. 4 - A102 Station Agent Supervisors, effective April 1, 1979 (Sal. \$467B562)
4. Amend Annual Salary Ordinance Section 735010 to reflect these action.
5. Advise the department to submit a supplemental appropriation request reflecting the budgetary changes in this report. The salary recommendation contained in this report will result in a cost increase at the maximum step of \$67 a month per Station Agent position and \$231 a month per Supervising Station Agent position.

3038-78

Oral Authorization Numbers: 2364 - 2392 5861
4825 - 4865 8190 - 8200

40386-78

Action: Adopt staff report.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

DECEMBER 4, 1978 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

TERMINATION OF TEMPORARY APPOINTMENT:

5553-78 Fernando Ramos, 2806 Disease Control Investigator, 15/E-7, Department of Public Health, V.D. Control, 11/22/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5554-78 Dennis P. Cotter, 1404 Clerk, CETA, Department of Public Health, San Francisco General Hospital/Medical Center, 11/17/78.

Action: Approve. Refer to the Mayor's Office of Employment and Training for other employment under CETA. Not to be employed again by the Department of Public Health.

5555-78 Randi L. Givens, 2736 Porter, CETA, Department of Public Health, San Francisco General Hospital/Medical Center, 11/15/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5556-78 Arline Molinaro, 2320 Registered Nurse, TLT, Department of Public Health, San Francisco General Hospital/Medical Center, 11/17/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5557-78 Christie B. Vidal Jr., 2302 Orderly, TLT, Department of Public Health, Laguna Honda Hospital, 10/31/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5558-78 Jerrold W. Jonasson, 7560 Field Conservation Aide, CETA, Public Works Department, 11/3/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5559-78 Saunders Mabrey, 7560 Field Conservation Aide, CETA, Public Utilities Commission, San Francisco Municipal Railway, 11/17/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

TERMINATION OF PROBATIONARY APPOINTMENT: (entrance)

5560-78 David Opperman, 2908 Hospital Eligibility Worker, 27/E-1, Department of Public Health, San Francisco General Hospital/Medical Center, 9/8/78.

October 2, 1978: Over to the meeting of October 16, 1978.

October 16, 1978: Over to the meeting of November 6, 1978.

November 6, 1978: Over to the meeting of November 20, 1978.

November 20, 1978: Over to the meeting of December 4, 1978.

Action: Over to the meeting of December 18, 1978.

RESIGNATIONS:

5561-78 Thomas Kehl, 1404 Clerk, CETA, Department of Public Health, San Francisco General Hospital/Medical Center, 11/6/78.

Action: Approve.

5562-78 Richard Russo, 1630 Account Clerk, 13/E-11, Department of Public Health, San Francisco General Hospital/Medical Center, 11/10/78.

Action: Approve.

5563-78 Tamara Saltiel, 2320 Registered Nurse, 6/E-476, Department of Public Health, San Francisco General Hospital/Medical Center, 10/18/78.

Action: Approve.

5564-78 Augustus H. Tooke, 2302 Orderly, 3/E-292, Department of Public Health, San Francisco General Hospital/Medical Center, 10/5/78.

Action: Approve. Future employment subject to medical clearance by the Civil Service Commission Medical Examiner.

5565-78 Robert H. Turek Sr., 7334 Stationary Engineer, 10/E-13, Department of Public Health, San Francisco General Hospital/Medical Center, 10/16/78.

Action: Over to the meeting of December 18, 1978.

5566-78 Leonard Williams, 2426 Radiologic Technician II, V17/E-31, Department of Public Health, San Francisco General Hospital/Medical Center, 11/1/78.

Action: Approve.

APPEAL OF AUTOMATIC RESIGNATION:

5567-78 Michael Reed, 7344 Carpenter, CETA, Recreation and Park Department, 11/21/78.

Action: Off calendar.

ADJOURNMENT:

The Commission adjourned its meeting in memory of Mayor Moscone and Supervisor Milk.

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118/78
= Calendar =
CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART I

DECEMBER 18, 1978 - 2:00 P.M.

Present: Commissioner Tarantino
Commissioner Salomon
Commissioner Lowe
Commissioner Powell
Commissioner Alioto excused.
Commissioner Tarantino presided.

MINUTES:

Regular meeting of December 4, 1978.

Action: Approve

ANNOUNCEMENTS: The Regular Commission meetings of January, 1979 will be held as follows: Monday, January 8, 1979 and Monday, January 22, 1979. Both meetings will be held at 2:00 P.M. in the Lurie Room, Main Branch of the San Francisco Public Library.

IN-SERVICE ACTIVITIES:

2444-78 Complaint alleging age discrimination in the decision not to convert an appointment in Class 1650 Accountant from non-civil service to limited tenure with the Mayor's Office of Employment and Training.

November 20, 1978: Over to the meeting of December 4, 1978.

December 4, 1978: Over to the meeting of December 18, 1978.

Action: Over to the meeting of January 8, 1978.

2521-78 Proposed deletion of Civil Service Commission Rule 37 - Blanketing in of Child Care Center Employees and Rule 38 - Emergency Employment Act.

October 2, 1978: Refer to Standing Committee on Charter and Rules Revision.

November 17, 1978: Forward to the full Commission with the recommendation to delete. (SC)

December 4, 1978: Post for deletion at the meeting of December 18, 1978.

Action: Approve. Delete Civil Service Commission Rule 37 - Blanketing in Child Care Center Employees and Rule 38 - Emergency Employment Act.

2559-78 Appeal of Civil Service Medical Examiner's denial of reinstatement to Class 9163 Transit Operator from Class 9126 Transit Traffic Checker obtained by original disability transfer.

November 20, 1978: Over to the meeting of December 4, 1978.

December 4, 1978: Over to the meeting of December 18, 1978.

Action: Adopt staff report. Sustain the decision of the Civil Service Commission Medical Examiner.

IN-SERVICE ACTIVITIES: (continued)

- 2574-78 Appeal of staff's denial of request for assault pay from Isaac N. Duncan, Sr., Class 9163 Transit Operator, San Francisco Municipal Railway.
- Action: Adopt staff report. Deny request for assault pay to Isaac N. Duncan, Sr., Class 9163 Transit Operator, San Francisco Municipal Railway.
- 2591-78 Complaint alleging racial discrimination in the non-civil service appointment for Class 7355 Truck Driver in the Department of Public Works. (CSC Rule 1.03f)
- Action: Over to the meeting of January 8, 1979.
- 2609-78 Request for appointment above the entrance rate for employee in Class 6120 Environmental Health Inspector.
- Action: Adopt staff report. Approve the permanent appointment of Manuel M. Petrakis at Step 5 in the compensation schedule established for Class 6120 Environmental Health Inspector pending the Controller's certification that funds are available.
- 2617-78 Request for appointment above the entrance rate for employee in Class 1440 Medical Transcriber Typist, Department of Public Health, San Francisco General Hospital.
- Action: Adopt staff report. Approve the permanent appointment of Larry Ballesteros at Step 3 in the compensation schedule established for Class 1440 Medical Transcriber Typist pending the Controller's certification that funds are available.
- 2627-78 Civil Service Commission Budget Request, Fiscal Year 1979-80.
- December 4, 1978: No action taken.
- Action: Adopt staff report. Approve and forward to the Office of the Mayor.
- 2632-78 Request for appointment above the entrance rate for employee in Class 1736 EDP Equipment Operator, Controller's Office.
- Action: Adopt staff report. Approve the permanent appointment of Robert Cefalu at Step 5 in the compensation schedule established for Class 1736 EDP Equipment Operator pending the Controller's certification that funds are available.
- 2638-78 Request for appointment above the entrance rate for employee in Class 8184 Chief Assistant District Attorney, District Attorney's Office.
- Action: Adopt staff report. Approve the permanent appointment of Charles R. Breyer at Step 5 in the compensation schedule established for Class 8184 Chief Assistant District Attorney pending the Controller's certification that funds are available.
- 2653-78 Request for appointment above the entrance rate for three employees in Class 7388 Utility Plumber, Water Department.
- Action: Adopt staff report. Approve the permanent appointments of William Koepke, Robert Baggetta and Robert Sari at Step 3 in the compensation schedule for Class 7388 Utility Plumber pending the Controller's certification that funds are available. Approve all future appointees at Step 3 who served in Class 7463 Utility Plumber Apprentice at Step 5 immediately prior to appointment to Class 7388 Utility Plumber.
- 2654-78 Special Report: Request of the Director of Public Works to review the eligibility of Wayne P. Hom for future employment with the City and County of San Francisco.

IN-SERVICE ACTIVITIES: (continued)

- 2654-78 Action: Adopt staff report as amended. Cancel all current examination and
CONT' eligibility status. Future employment subject to the review and
approval of the General Manager, Personnel after satisfactory comple-
tion of three year's work experience outside the City and County
service. (Vote of 3 to 1: Commissioner Salomon dissents)
- 2655-78 Request for appointment above the entrance rate for employee in Class 1428 Ward
Clerk, Department of Public Health, San Francisco General Hospital.
- Action: Adopt staff report. Approve the permanent appointment of Julie Sanders at
Step 5 in the compensation schedule established for Class 1428 Ward Clerk
pending the Controller's certification that funds are available.
- 2658-78 Public Hearing on Proposed Agreement with respect to future Q-2 Police Officer
recruitment and selection procedures, Officers for Justice versus the Civil
Service Commission.
- November 20, 1978: (In Executive Session) Approve proposed Agreement. (Vote of
3 to 1: Commissioner Powell dissenting; Commission Salomon
excused).
- December 4, 1978: On the motion by Commissioner Salomon to reconsider: Calendar
for Public Hearing at the meeting of December 18, 1978.
- Action: Over to the meeting of January 8, 1979.
- 2659-78 Request for Supplemental Appropriation for two additional positions in Class 1232
Training Officer, Civil Service Commission.
- Action: Adopt staff report. Approve and forward to the Office of the Mayor.
- 2660-78 Request from the Mayor's Office of Employment and Training for Exception to the
Order of Lay-Off.
- Action: Approve Exception to the Order of Lay-Off for the Special Project CETA
participants designated in the request as authorized by Civil Service
Commission Rule 32, Section 32.05 (a).
- 2661-78 Request for approval to appoint eligibles above the entrance rate in Classes
7318 Electrical Maintenance Technician and 7379 Electrical Transit Mechanic.
- Action: Off calendar.

CLASSIFICATION AND PAY:

- 1491-78 Request to reclassify one 1426 Senior Clerk Typist position in the Administrative
Headquarters of the Department of Public Works.
- Action: Adopt staff report.
1. Reclassify one position in Class 1426 Senior Clerk Typist (Sch. 26.7
\$357B428) to Class 1446 Senior Clerk Stenographer (Sch. 28.3 \$384B460).
 2. Advise the Department of Public Works to amend their Annual Salary
Ordinance accordingly.
- 566-78 Renewal of two Personal Services Contracts between Raphael Sui-Chuen Choi and
Fung Ping Ma and the Department of Public Health, Community Mental Health
Services.
- Action: Adopt staff report. Contracts reviewed; Forward to the Purchaser of
Supplies. (Vote of 3 to 1: Commissioner Salomon dissents)

1611-78 Classification of one budgeted position (1978-79) at the San Francisco Municipal
Railway.

1. Classify one position enumerated in the budget (1978-79) for Class A101 Transit Schedule Coordinator (Sch. 44.6 \$818B989, 1779M2151) to Class 9194 Transit Schedule Analyst (Sch. 44.1 \$800B966, 1740M2101). This action will result in a salary savings of \$600 per year based on the maximum step.
2. Amend the specification for Class 9194 Transit Schedule Analyst.
3. Delete 1 - A101 Transit Schedule Coordinator (Sch. J 44.6 \$818B989) as enumerated in the budget.
4. Amend Annual Salary Ordinance Section 735010 accordingly.
5. Advise the San Francisco Municipal Railway to submit a supplemental appropriation to reflect this action.

Action: Adopt staff report.

1. Adopt the following three new classifications:
 - 1 - 5194 Deputy Director of Public Works for Operations (Flat J Rate \$1658 BW)
 - 1 - 5193 Deputy Director of Public Works for Financial Management and Administration (Flat J Rate \$1304 BW)
 - 1 - 5192 Assistant to the Director of Public Works (Flat J Rate \$1243 BW)
2. Retitle and amend specification for Class 5182 City Engineer and Deputy Director of Public Works to 5182 Deputy Director of Public Works for Engineering.
3. Amend Sections 421010 and 423010 of the Annual Salary Ordinance accordingly.

Action: Commissioner Salomon appointed a Committee of one to review with the attorney for Local 38 the information presented regarding the Davis-Bacon Survey.

3039-78 From the heads of various departments requesting authorization to make non-civil service appointments.

Action: Approve.

3394-78 Appeal of staff's denial of protest of oral examination for Class 2887 Assistant Director of Health Care Services for Mental Health.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - PART II

DECEMBER 18, 1978 - 3:00 P.M.

SEPARATIONS FROM SERVICE:

TERMINATIONS OF LIMITED TENURE APPOINTMENTS:

5568-78 Vesta Cason, 3302 Vendor, Perm LT, Recreation and Park Department, 6/12/78.

July 17, 1978: Over to the first meeting of September, 1978.

September 6, 1978: To be recalendared following pending court action.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5569-78 Victoria Greenly, 2708 Custodian, TLT, Airports Commission, 11/21/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5570-78 Clarence Smith, 2708 Custodian, TLT, Airports Commission, 11/21/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5571-78 Robert Bierworth, 7334 Stationary Engineer, TLT, Department of Public Works, 11/20/78.

Action: Approve. Cancel all current examination and eligibility status. No future employment with the City and County of San Francisco.

5572-78 Travis Brown, 9910 Public Service Trainee, CETA, Public Utilities Commission, San Francisco Municipal Railway, 11/27/78.

Action: Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5573-78 David Opperman, 2908 Hospital Eligibility Worker, 27/E-1, Department of Public Health, San Francisco General Hospital, 9/8/78.

October 2, 1978: Over to the meeting of October 16, 1978.

October 16, 1978: Over to the meeting of November 6, 1978.

November 6, 1978: Over to the meeting of November 20, 1978.

November 20, 1978: Over to the meeting of December 4, 1978.

TERMINATIONS OF PROBATIONARY APPOINTMENTS: (entrance)

5573-78 December 4, 1978: Over to the meeting of December 18, 1978.
(cont'd)

Action: Over to the meeting of January 8, 1979. The Commission stipulated that this is the final continuance.

5574-78 Richard L. Gallyot, 2903 Eligibility Worker, 21/E-10, Department of Social Services, 12/1/78.

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.

5575-78 Rosie J. Randall, 1424 Clerk Typist, 61/E-202, Department of Social Services, 11/17/78.

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

5576-78 Harry L. Clinton, 9163 Transit Operator, 388/E-112, Public Utilities Commission, San Francisco Municipal Railway, 10/10/78.

Action: Dismiss from the service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

RESIGNATIONS:

5577-78 Robert H. Turek Sr., 7334 Stationary Engineer, 10/E-13, Department of Public Health, San Francisco General Hospital, 10/16/78.

December 4, 1978: Over to the meeting of December 18, 1978.

Action: Off calendar.

5578-78 Bertha Greenlee, 2112 Medical Records Technician, 4/E-2, Department of Public Health, Laguna Honda Hospital, 9/8/78.

Action: Approve.

5579-78 Beverly Shields, 2320 Registered Nurse, 2/E-447, Department of Public Health, San Francisco General Hospital, 10/30/78.

Action: Approve.

5580-78 Edward J. Clark, H2 Firefighter, 178/E-24, Fire Department, 11/29/78.

Action: Off calendar.

5581-78 Curtis Yee, 7560 Field Conservation Aide, CETA, Department of Public Works, 11/22/78.

Action: Approve.



